

STATE OF UTAH  
BUREAU OF CRIMINAL IDENTIFICATION

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# UTAH COMPUTERIZED CRIMINAL HISTORY UCCH



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# INTRODUCTION



## **UCCH BACKGROUND**

The Utah Computerized Criminal History File (UCCH) was created for the purpose of maintaining an individual's criminal record in one central location, instead of keeping many different records throughout the individual agencies in Utah. The arrest information found on a criminal history record is obtained from the ten-print fingerprint card and/or a single-print citation. If a fingerprint is not received by BCI on an individual who is cited or arrested, or if the prints are unclassifiable, the arrest information cannot and will not be added to the criminal history record.

Federal regulations and Utah state law control the dissemination of criminal record information. This information may only be provided to authorized criminal justice agencies for criminal justice purposes. BCI and agencies who have obtained permission from BCI to run "Rights of Access" may give a positively identified individual a copy of his/her own Utah criminal history (refer to [Right of Access](#) section of this manual for more detailed information).

The UCJIS database maintains an automated dissemination log of all criminal history requests. This dissemination log includes the name of the person requesting the information, the logon ID of the terminal operator, the purpose for the request, the time and date of the request, the reason for the request, and the name inquired upon.

The Commissioner of Public Safety has also made these files available for McGruff House checks. Documentation must be maintained by the agency performing McGruff House background checks. This must be a hand-written log with the names and dates of the transactions. Information found during the background check must never be released to the individual being checked. If an applicant is denied, direct that individual to BCI. Triple I and Nlets files MUST NOT be run for McGruff checks.

## **CRIMINAL JUSTICE DEFINED**

UCCH can only be used for criminal justice purposes. This is defined as the "administration of criminal justice" or "criminal justice employment."

### ***Administration of Criminal Justice***

The term "administration of criminal justice" is defined by the FBI as the performance of any of the following activities:

- Detection
- Apprehension
- Detention
- Pretrial release
- Post-trial release
- Prosecution
- Adjudication
- Correctional supervision
- Rehabilitation of accused persons or criminal offenders

## **MCGRUFF HOUSE BACKGROUND CHECKS**

UCCH may be used to run McGruff House checks; however, running Triple I and/or Nlets checks for McGruff House purposes is PROHIBITED. Federal NCIC laws prohibit Triple I and Nlets files from being queried for this purpose. Agency access to NCIC/Triple I/Nlets is compromised when used for this purpose.

Information from the McGruff background cannot be released to the applicant. The applicant must obtain this information from the Utah Bureau of Criminal Identification. Separate documentation must be maintained for McGruff inquiries. Agencies will be asked for these logs during an agency audit. This documentation must be a hand-written log with the names and dates of the transaction.

## **VIOLATION OF PRIVACY AND SECURITY REGULATIONS**

Violation of privacy and security regulations could result in criminal prosecution of the person(s) involved and loss of UCCH access for the violating agency. There is a potential for civil action as well. Information received from these files must NOT be attached to a permanent file and must be destroyed when no longer needed. "Destroyed" is defined as shredding or burning (for complete details refer to the [Introduction Section](#) of this manual).

Curiosity checks on UCCH files are prohibited and constitute misuse of Utah Criminal History files. Misuse of the Utah Criminal History files is a Class B misdemeanor, which could result in prosecution of the offender and possible loss of UCCH file access for the agency. Per [Utah Code Annotated 53-10-108](#), misuse of the UCCH file must be reported to BCI as soon as it is discovered.

## **UTAH CODE 53-10-108**

As authorized under [UCA 53-10-108](#) the Commissioner of Public Safety has deemed that certain non-law enforcement agencies, after going through the required procedures, can become authorized to access statewide criminal history information for specific purposes. The authorization given to non-law enforcement agencies may only be obtained through the Bureau of Criminal Identification (BCI) and not by local law enforcement agencies. Some non-law enforcement agencies that have received such authorization are required to submit a signed waiver, fingerprint card and a processing fee to BCI.

Utah Code Annotated 53-10-108 (d) - A person who disseminates or uses information obtained from the division under subsection (1)(g) for purposes other than those specified under Subsection (3) (c), in addition to any penalties provided under this section, is subject to civil liability.

## **MOTION OF DISCOVERY**

In court proceedings defense attorneys are allowed the dissemination of criminal history records under motion for discovery.

Utah Rules of Criminal Procedure, Rule 16, (a)(2) except as other wise provided, the prosecutor shall disclose to the defense upon request the following material or information of which he has knowledge: (2) The criminal record of the defendant.

BCI requires that agencies disclosing UCCH information in this manner maintain a secondary dissemination log that includes the date of dissemination, the person requesting the record, and the intended purpose. BCI also suggests a non-disclosure agreement be in place between the entities and that an agency stamp be placed on every page of the criminal record printout. For questions regarding dissemination of Utah Criminal History Records, please contact the Field Services staff at BCI.

Example of an Agency Information Stamp:

**PROTECTED INFORMATION**

This information is not to be used for any  
other purpose. This information is to be  
used only in association with court case  
# \_\_\_\_\_

Further dissemination to any unauthorized  
person or agency may result in both civil  
and criminal liability.

Prosecutors are required by law to provide **only** information they have obtained for their case. If defense attorneys request any additional UCJIS information they must obtain a court order signed by the judge and present it to BCI.

For further information on Motions of Discovery in Utah, refer to "State of Utah vs. Mickelson."

## **UCCH TEST RECORDS**

When training or testing operators, agencies must use approved "test records." Operators may access these test records at any time. A list of current test records can also be found on the [TAC web site](#). Operators must not run themselves, family members, neighbors, or co-workers for training or testing. This constitutes misuse of the UCCH file. The test records are the only records authorized for testing and/or training.



Acceptable UCCH “test” records are:

- Bear, Yogi
- Record, Thesa Justa
- Warren, John Doe (Date of Birth 4/4/1904)
- More, C Test

Operators may also use real cases from their agency for training purposes. In this instance, the case numbers should be placed in the auditing purpose.

### **EXPUNGEMENT**

Utah state law (Utah Code Annotated 77-40) allows for the expungement and sealing of criminal record information when requested by the subject of the record if certain requirements are met. For further assistance contact the records section at BCI at 801-965-4445, or see BCI’s web site at <http://publicsafety.utah.gov/bci/expunge.html>.

### **RIGHT OF ACCESS**

Utah is considered a “closed record state,” which means that individuals cannot access the criminal records of other individuals. However, individuals have the right to access their own Utah state criminal history records. This process is called “Right of Access.” Individuals can come to BCI or participating agencies to receive a copy of their Utah criminal history after showing a valid government issued photo ID and paying the fee (see <http://publicsafety.utah.gov/bci/yourcrimrecord.html> for details). Individuals who do not have a Utah criminal history are issued a certificate stating that they have no Utah criminal history.

Utah criminal justice agencies can also supply this information to individuals, but they must let BCI know that they wish to participate in the “Right of Access” procedure, and formalize a policy with BCI before this can happen. If an agency decides to participate, it must receive permission from BCI first.

Once an agency has been granted permission to run criminal histories for “Rights of Access” purposes, the agency must positively identify the individual from valid government issued photo identification. When running the UCCH transaction, the “Purpose Code” of “P” must be used to establish that it is a “Right of Access” transaction. For “Right of Access” purposes, an authorized agency can run NCICQW, SWW and UCCH. NCIC Triple I and Nlets MUST NOT be accessed for “Right of Access.” NCIC requires fingerprint verification when running Triple I. For information on law enforcement agencies and Right of Access, contact a field service staff member at BCI, or refer to UTAH CRIMINAL HISTORY DISSEMINATION - RIGHT OF ACCESS at the end of this manual for more detailed information.

## **TERMINAL AND MEDIA SECURITY**

Each operator must have a unique logon ID to access the UCJIS files. Each individual operator is responsible for any information accessed from UCJIS under his/her logon ID. Operators must sign off or lock their workstation when they will not be at the computer to ensure other individuals are not accessing information under their logon ID. Individuals must log on to UCJIS with their own logon; an operator **must never** let another operator use his/her logon.

Individual passwords are vital to the security of the information housed in the UCJIS. Terminal operators must not share, e-mail, post, or otherwise divulge or passwords. If such information must be written down, it must be kept in a secure location (under the keyboard or on bulletin boards are not secure locations!)

The computer site and/or terminal area must have adequate physical security to protect against unauthorized personnel gaining access to the computer equipment or to any of the stored data. Visitors to terminal or printer areas must be escorted by an authorized person at all times.

### ***Destruction of Electronic Media***

All electronic storage media must be destroyed according to NCIC policy. This includes CDs, diskettes, and hard drives. Even if the agency “never stores anything electronically” this destruction must still take place. Agencies must be aware that browsing or editing files stores copies of the information on their hard disk, even if they don't actually save the files to their local drive. This information can be retrieved easily from the disk with readily available software. Any computer disks containing UCJIS information should be scrubbed, degaussed or destroyed before surplus or disposal.

# UCCH INFORMATION



## **WHERE UCCH INFORMATION COMES FROM**

### ***The Part Each Agency Plays***

Most criminal justice agencies play a part in contributing to a complete and accurate Utah RAP sheet. This includes arresting agencies, prosecuting attorneys, courts, and corrections. Failure to supply all possible information keeps vital information from being added to a Record of Arrested Person (RAP) sheet, and hinders criminal justice agencies across the country.

Even if an agency does not actually contribute to Utah RAP sheets, it is important to understand where the information on the RAP sheet comes from. It is also helpful to know why and when certain information is added or deleted. Knowing how to properly read a Utah RAP sheet enables a user to make better decisions concerning individuals with Utah criminal histories.

State law requires that peace officers take fingerprints on arrested persons and forward them to BCI without delay. [\(53-10-207.1\)](#)

### ***Fingerprints***

High quality fingerprints are vital to a complete RAP sheet. If no fingerprint card or single print citation is received, no information from the arrest is attached to the criminal history record; even if the charge was homicide, rape, robbery, etc. BCI CANNOT ADD AN ARREST TO UCCH WITHOUT LEGIBLE FINGERPRINTS.

When sending a citation to BCI, an officer must ensure that the offender's right index fingerprint is on the citation. If the officer is unable to obtain a good print on the front of the citation, they could continue to print the individual on the back of the citation until a quality fingerprint is obtained. If a finger other than the right index finger is used, the citing officer should note on the citation which finger was printed. No fingerprints should ever be crossed out, as AFIS may need to use one that appears to be of less quality.

When printing on a ten-print card, all possible prints should be obtained. Injuries or deformities may prevent printing of all fingers. Appropriate notations should be used in these situations. Contact the AFIS section at 801-965-4569 with any questions. Fingerprints must be legible; otherwise they cannot be classified by AFIS.

### Fingerprint Quality

Fingerprints must be of the highest quality to ensure that the record is attached to the appropriate State Identification Number (SID). Shown below are two fingerprints. The fingerprint on the left is a high quality fingerprint. The one on the right is poor quality, and the accompanying arrest would not be added to BCI's database.

Good prints (see figure 1.0):

- Are rolled nail bed to nail bed
- Are rolled below first knuckle
- Show all loops and whorls

Poor quality prints (see figure 1.0):

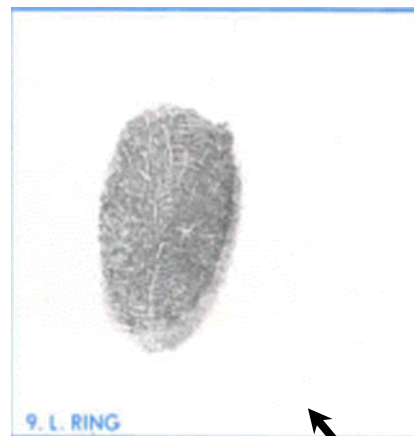
- Are not rolled nail bed to nail bed
- Show the fingertip only
- Do not clearly show the loops and whorls
- Are basically a blob!

**FIGURE 1.0**

---



Good



Poor

---

When BCI receives a citation or ten-print card with poor quality fingerprints, the arrest is not added to the Utah RAP sheet; regardless of the severity of the charge.

Fingerprint training is available by contacting the AFIS section at 801-965-4569, or by visiting the FBI's website at <http://www.fbi.gov/hq/cjisd/takingfps.html>

### ***Building a Utah RAP Sheet***

A Utah RAP sheet begins when an arresting agency submits arrest data accompanied by at least one legible fingerprint. The fingerprint(s) on the arrest document enables AFIS to positively establish the offender's identity. Other identifying information (name, date of birth, social security number, height, weight, etc.) is attached to the RAP sheet so that other entities may know more about the offender.

Most arrests on Utah RAP sheets are adult arrests (individuals 18 years of age or older). However, if a juvenile is tried as an adult, that information will be added to a RAP sheet, provided BCI receives the fingerprints of the offender.

Prosecuting attorneys, courts, and corrections can add information about the criminal incident once the arrest has been posted to UCCH. Unless an arrest is posted to UCCH, no information from these entities can be added to UCCH. Thus, it is vital that law enforcement obtains legible prints.

### ***Building a Utah RAP Sheet - Example***

Captain Hook gets arrested by the Salt Lake County Sheriff for kidnapping. Captain Hook is fingerprinted at the Salt Lake County jail, and the ten-print card is forwarded to BCI. Once BCI receives the ten-print card, AFIS checks the fingerprints to see if Captain Hook has ever been arrested in Utah before – even if he used another name at the time.

#### **SID Number**

AFIS checks the fingerprints, and determines that Captain Hook has never been arrested in Utah before. BCI then assigns him a "SID" Number (SID – State Identification Number). Everyone with a Utah criminal history record has a unique SID number, and all subsequent arrests for this same person are attached to this SID. Also, all alias' used by an individual are attached to the SID, as well as all identifiers (HGT, WGT, EYE, SMT, etc.).

#### **OTN Number**

Each unique criminal incident is given unique identifier called an Offense Tracking Number (OTN). This unique number is used to track the progress of the incident as it goes from arresting agency, prosecuting agency, court, and corrections. BCI's computer system automatically uses this OTN number to link information sent in from different agencies. The citation number can be used as the OTN number.

The OTN for Hook's arrest is circled on the example (see figure 1.1).

### Ten-Print Card

The ten-print card generated for Captain Hook will look something like the example below. (This card was generated by an agency using "live scan." Cards from agencies that do not use "live scan" will have all the information on the front of the card, as opposed to this card, which is double sided.)

**FIGURE 1.1**

STATE USAGE		STATE USAGE NEW RECORD <input type="checkbox"/>		STATE USAGE SUBMISSION <input type="checkbox"/>		STATE USAGE APPROPRIATE CLASS <input type="checkbox"/>		STATE USAGE AMPUTATION <input type="checkbox"/>		STATE USAGE SCAR <input type="checkbox"/>			
OTN = 11314572 ARR = UT0180000		HOOK, CAPTAIN REGINALD											
SIGNATURE OF PERSON FINGERPRINTED <i>Captain Hook</i>		SOCIAL SECURITY NO. 555-55-5555				LEAVE BLANK							
DATE OF BIRTH MM DD YY 04/15/73		SEX M		RACE W		HEIGHT 511		WEIGHT 185		EYES BRO		HAIR BLK	
1. R. THUMB		2. R. INDEX		3. R. MIDDLE		4. R. RING		5. R. LITTLE					
6. L. THUMB		7. L. INDEX		8. L. MIDDLE		9. L. RING		10. L. LITTLE					
ID 50X50G8 TP-600 #001537 16:26:10				LX OPS /#				20050202					
LEFT FOUR FINGERS SIMULTANEOUSLY		L. THUMB		R. THUMB		RIGHT FOUR FINGERS SIMULTANEOUSLY							



This card shows Hook's OTN (11314572), social security number (555-55-5555), date of birth (04/15/1973), sex (male), height (five foot eleven), weight (185 lbs), eye color (brown), hair color (black), and signature (see figure 1.1). If this information had not been included on the ten-print card, BCI could not add it to his RAP sheet.

The back of this ten-print card is shown (see figure 1.2):

**FIGURE 1.2**

FEDERAL BUREAU OF INVESTIGATION, UNITED STATES DEPARTMENT OF JUSTICE CRIMINAL JUSTICE INFORMATION SERVICES DIVISION, CLARKSBURG, WV 28308			
SEX: <input type="checkbox"/> M <input type="checkbox"/> F RACE: <input type="checkbox"/> W <input type="checkbox"/> B <input type="checkbox"/> O DATE OF BIRTH: <input type="text"/>		DATE OF ARREST: <b>2006/09/08</b> COUNTY: <b>UT0180000</b> SALT LAKE COUNTY SHERIFF SALT LAKE CITY UTAH	
SEND COPY TO: <input type="checkbox"/> YES <input type="checkbox"/> NO TREAT AS ADULT: <input type="checkbox"/> YES <input type="checkbox"/> NO		DATE OF BIRTH: <b>2006/09/08</b> SEX: <b>EH</b> COUNTRY OF BIRTH: <b>EH</b>	
IN COLLUSION NUMBERS: <b>OTH = 11314572</b> <b>BOOKING NO. TEST 123</b>		CLAIM, GROSS, LAST, FIRST, MIDDLE, INITIALS: <b>MISS L ARM</b> RESIDENCE/COMPLETE ADDRESS: <b>123 JOLLY ROGER ST</b> CITY: <b>OCEAN, US 00999</b>	
OFFICIAL TAKING FINGERPRINTS: <b>DUDLEY DORRIGT, SGT</b>		LOCAL IDENTIFICATION NUMBER: FBI - BUREAU OF PRISON: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO FBI - FEDERAL JAIL: <input type="checkbox"/> YES <input type="checkbox"/> NO	
EMPLOYER: <b>SEA CAPTAIN</b>			
FINGERPRINTS: <b>76-5-102</b> <b>1099</b>		<b>KIDNAPPING</b> <b>UT018035J</b> <b>F3</b>	
FUGITIVE: <input type="checkbox"/> YES <input type="checkbox"/> NO			
FUGITIVE INFORMATION: <input type="checkbox"/> YES <input type="checkbox"/> NO			
FUGITIVE INFORMATION: <input type="checkbox"/> YES <input type="checkbox"/> NO			



Information seen here (see figure 1.2) includes the date of arrest (9/8/2006), name of arresting agency (Salt Lake County Sheriff), place of birth (England), country of citizenship (England), address of offender (123 Jolly Roger St), occupation of offender (sea captain), booking officer (Sgt. Dudley Doright), charge (kidnapping), Scars, Marks, and Tattoos (SMTs) (Miss L Arm), and severity of charge (third degree felony). Again, BCI cannot add this information to the RAP sheet if it is not included on the ten-print card.

Captain Hook now has a Utah RAP sheet, which is shown (see figure 1.3).

**FIGURE 1.3**

UTBCI0000 REQSTR: HANDREWS REAS: C handrews P

UTAH CRIMINAL HISTORY RECORD  
SEPT 15 2006 16:31:10

THIS RECORD IS PROVIDED FOR OFFICIAL USE ONLY, AND MAY BE USED ONLY FOR THE PURPOSE REQUESTED. USE OF THE INFORMATION CONTAINED IN THIS RECORD IS GOVERNED BY STATE AND FEDERAL LAWS AND REGULATIONS. MISUSE OF ANY PART OF THIS RECORD IN ANY FORM, INCLUDING RELEASE TO UNAUTHORIZED AGENCIES OR INDIVIDUALS, MAY BE SUBJECT TO CIVIL OR CRIMINAL PENALTIES.

THIS RESPONSE IS BASED UPON FINGERPRINT-SUPPORTED CRIMINAL HISTORY INFORMATION IN THE FILES OF THE UTAH CRIMINAL IDENTIFICATION BUREAU ON THIS DATE. SINCE THE BUREAU'S FILES ARE REVISED AS NEW INFORMATION IS RECEIVED, PLEASE REQUEST AN UPDATED RECORD FOR ANY SUBSEQUENT NEEDS. IF EXPLANATION OF ANY INFORMATION IS NEEDED, PLEASE CONTACT THE CONTRIBUTING AGENCY.

IDENTIFICATION DATA

NAME: HOOK, CAPTIAN REGINALD ALIASES:

STATE IDENT. NO. 1036260 FBI NO.

SEX: MALE HEIGHT: 5 FT. 11 IN. WEIGHT: 185 LBS. RACE: WHITE

HAIR: BLACK EYES: BROWN

DATE OF BIRTH: Apr 15, 1973 SCARS, MARKS, TATTOOS, AMPUTATIONS: MISS LLARM

PLACE BORN: EN SSN: 555555555 DRIVER LIC. ST/NO. UT 12345689

RESIDENCE: JOLLY ROGER, OCEAN, US (Sep 08, 2006)

MISCELLANEOUS COMMENTS:

CRIMINAL JUSTICE SUMMARY

TOTAL NUMBER OF ARRESTS: 1  
DATE OF LAST ARREST: Sep 08, 2006

CRIMINAL HISTORY

INCIDENT # 1

ARREST/CHARGE

NAME USED: CAPTAIN HOOK  
DATE OF ARREST: Sep 08, 2006 OFFENSE TRACKING #: 11314572  
ARRESTING AGENCY: SALT LAKE COUNTY SHERIFF (UT0180000)  
ARRESTING AGENCY CASE #: TEST 123  
ARREST CHARGES:  
NCIC Code: 1099, KIDNAPING, FELONY  
AGENCY OF NEXT APPEARANCE: 3RD DIST COURT - SALT LAKE (UT018035J)

DISPOSITION/FINDING

\* \* \* NO INFORMATION AVAILABLE \* \* \*

END OF CRIMINAL RECORD

CUSTODY INFORMATION TO FOLLOW

CORRECTIONS/CUSTODY INFORMATION

\* \* \* NO INFORMATION AVAILABLE \* \* \*

END OF RECORD

Privacy and security caveat

Identifying information  
about individual – provided  
by criminal justice agencies

Number of arrests on Utah  
RAP sheet and date of most  
recent arrest

Arrest information taken  
from citation or ten-print

Information from corrections  
(if available)

### **Role of the Prosecutor**

After the arrest, the charge(s) is sent to the city or county prosecutor's office, which decides whether or not to prosecute on the charge(s). If the offender will be prosecuted the case is sent to court. If the case is not prosecuted, the prosecutor's office must send declination information to BCI. Failure to forward the declination information to BCI within 14 working days is a violation of Utah Code [53-10-207.2](#).

BCI then attaches the declination information to the RAP sheet (see figure 1.4). The OTN is circled.

**FIGURE 1.4**

---

```
INCIDENT # 3

ARREST/CHARGE

NAME USED: CAPONE, AL
DATE OF ARREST: Dec 22, 2005      OFFENSE TRACKING # 16695686
ARRESTING AGENCY: EAST JORDAN PD (UT0187800)
ARRESTING AGENCY CASE #: 0285383
ARREST CHARGES:
    NCIC Code: 3572, POSS CNTRLD SUBST/AMPHETAMINE, FELONY
    AGENCY OF NEXT APPEARANCE: 3RD DIST COURT - SALT LAKE (UT018035J)

    NCIC Code: 3550, DRUG PARAPHERNALIA MIS B (PERSONAL USE), MISDEMEANOR
    AGENCY OF NEXT APPEARANCE: 3RD DIST COURT - SALT LAKE (UT018035J)

DISPOSITION/FINDING

CHARGES DISPOSED OF:
    AGENCY: EAST JORDAN ATTORNEY (UT018099A)
    CASE #: 05023264
    DISPOSITION: DECLINED ←
    DISPOSITION DATE: Jan 04, 2006
    COMMENTS: EVIDENCE PROBLEMS
```

---

Since the attorney's office sent BCI the declination information, future users of this information will have complete information to work with. Users will know that Al Capone's arrest on December 22, 2005 did not go to court or result in a conviction.

***Role of the Court***

If the defendant is prosecuted and the case goes to court, the court must then forward the disposition information to BCI within 30 days of the disposition. Failure to forward disposition information to BCI is a violation of [Utah Code 53-10-208.1](#).

The disposition information states whether the defendant was convicted, the severity of the charges, fines, probation, restitution, etc. The court is required to electronically submit this information to BCI. ([Utah Code 41-6a-511](#)) If the court properly submits this data, and BCI has received the arrest information, the disposition information is attached to the arrest information.

A disposition cannot be added to a RAP sheet if the arrest has not already been added. Courts need to ensure that the arresting entities they deal with are submitting arrest information with legible fingerprints.

Receiving disposition information is vital to a complete and accurate RAP sheet. Without accurate disposition information, operators will not have all the information available, which could possibly affect decisions regarding enhancements, sentencing, firearm purchases, etc. Once BCI receives the disposition information from Captain Hook's arrest, it is added to his RAP sheet. Criminal justice entities can now see that he was convicted of the kidnapping charges (see figure 1.5).

**FIGURE 1.5**

---

CRIMINAL JUSTICE SUMMARY

TOTAL NUMBER OF ARRESTS: 1  
DATE OF LAST ARREST: Sep 08, 2006

\*\*\*\*\*

CRIMINAL HISTORY

INCIDENT # 1

ARREST/CHARGE

NAME USED: CAPTAIN HOOK  
DATE OF ARREST: Sep 08, 2006                      OFFENSE TRACKING #: 20460531  
ARRESTING AGENCY: SALT LAKE COUNTY SHERIFF (UT0180000)  
ARRESTING AGENCY CASE #: TEST 123  
ARREST CHARGES:  
    NCIC Code: 1099, KIDNAPING, FELONY  
    AGENCY OF NEXT APPEARANCE: 3RD DIST COURT - SALT LAKE (UT018035J)

DISPOSITION/FINDING

CHARGES DISPOSED OF:

AGENCY: SALT LAKE CITY JUSTICE COU (UT018061J)  
NCIC Code: 1099, KIDNAPING, FELONY  
CASE #: TEST123  
DISPOSITION: CONVICTED                      PLEA: GUILTY  
DISPOSITION DATE: Sep 15, 2006  
CONFINEMENT: 10 Y                      SUSPENDED: 5 Y                      FINAL: 5 Y  
PROBATION: 18 MO  
FINE: 1500                      TOTAL FINE: 1500  
RESTITUTION AMOUNT: 20000

END OF CRIMINAL RECORD

CUSTODY INFORMATION TO FOLLOW

\*\*\*\*\*

CORRECTIONS/CUSTODY INFORMATION

\* \* \* NO INFORMATION AVAILABLE \* \* \*

END OF RECORD

### Subsequent Arrests

After being arrested for kidnapping, Captain Hook is cited and printed for lewdness. However, at the time of citation, he uses the name “Hans Conreid” instead of Captain Hook.

The citation is sent to BCI, where AFIS compares the fingerprint against our database. AFIS determines that the fingerprint on Conreid’s citation matches the fingerprints of Captain Hook. The lewdness charge is then added to Captain Hook’s RAP sheet under his existing SID number. Any new information from the citation is also added to the RAP sheet, such as his alias name, alias social security numbers, and new identifying information.

As Captain Hook continues to get arrested in Utah – and arresting agencies forward the identifying information – BCI adds more information to the RAP sheet, making it more useful for future inquiries. BCI can also change existing information, such as changes in weight or hair color. Eventually, after several more arrests, Captain Hook’s RAP sheet now looks like the one shown (see figure 1.6).

**FIGURE 1.6**

```
OF ANY INFORMATION IS NEEDED, PLEASE CONTACT THE CONTRIBUTING AGENCY.
*****

IDENTIFICATION DATA                                CONVICTED OF A FELONY
                                                    CONVICTED OF A FIREARM FELONY

NAME:                                                ALIASES:
HOOK, CAPTIAN REGINALD                             CONREID, HANS
                                                    CREWE, HOOKY
                                                    SMEE, MR
                                                    STACHE, CAPTAIN BLACK

STATE IDENT. NO.          FBI NO.
1036260

SEX:    HEIGHT:    WEIGHT:    RACE:
MALE    5 FT. 11 IN.    185 LBS.    WHITE

HAIR:    EYES:
BLACK    BROWN

DATE OF BIRTH:    SCARS, MARKS, TATTOOS, AMPUTATIONS:
Apr 15, 1973      ART R ARM
                  MISS LLARM
                  SLVR TOOTH
                  TAT CHEST

PLACE BORN:    SSN:    DRIVER LIC. ST/NO.
EN            123456789    UT 12345689
                  555555555

RESIDENCE:
JOLLY ROGER, OCEAN, US (Sep 08, 2006)
```

Unless arresting agencies forward identifying information (alias names, height, weight, hair color, scars, marks, and tattoos) BCI cannot add it to the RAP sheet. The more information included on citations and ten-print cards, the more BCI can make available to law enforcement.

### ***Incomplete UCCH Information***

Information on a Utah RAP sheet is only as good as the information sent to BCI by criminal justice agencies throughout the state. A lack of information from criminal justice agencies makes for poor quality RAP sheets that are of little use to the user (see figure 1.7).

***FIGURE 1.7***

---

INCIDENT # 2

ARREST/CHARGE

NAME USED: YOGI BEAR  
DATE OF ARREST: May 10, 1998      OFFENSE TRACKING #: ZZ097110  
ARRESTING AGENCY: BEAR RIVER PD (UT0020900)  
ARRESTING AGENCY CASE #: 353536  
ARREST CHARGES:  
    NCIC Code: 5499, DRIVING UNDER THE INFLUENCE - ALCOHOL  
    AGENCY OF NEXT APPEARANCE: 9TH DIST COURT BEAR RIVER (UT002095J)

DISPOSITION/FINDING

\* \* \* NO INFORMATION AVAILABLE \* \* \*

---

When users see “No Information Available” after an arrest, that means declination and/or disposition information has not been added to the Utah RAP sheet. Reasons for this lack of information include:

- Case has not yet gone to the prosecutor’s office
- Case has not yet gone to court
- Charge was declined, but prosecutor did not send declination to BCI
- Case appeared in court, but court did not forward the disposition information to BCI
- Declination/disposition information was submitted to BCI, but a problem with the information prevented it from being added to the RAP sheet
- The originating agency never obtained a legible fingerprint, so the charges do not exist on the RAP sheet.

Those who need to know if Yogi Bear was convicted on the DUI charge above would be required to contact the agencies involved to find out if Yogi was convicted on his 1998 DUI arrest.

### **UCCH INFORMATION AND THE “BRADY BILL”**

Federal law states that anyone purchasing a firearm from a federally licensed firearms dealer must undergo a criminal background check to verify that they can legally possess a firearm (see [BCI's web site](#) for further information on the “Brady Bill”).

According to federal law, individuals with felony convictions, or domestic violence convictions, cannot possess firearms (the domestic violence conviction does not have to be a felony to prevent possession of a firearm). If the law enforcement agency performing the background check on the purchaser cannot prove that he/she has disqualifying incidents in their background check, the firearm, according to federal guidelines, must be sold to that person within three days.

Incomplete RAP sheets hinder this process. Individuals who are not legally able to possess a firearm may purchase firearms from licensed dealers if law enforcement does not have sufficient information. An incomplete RAP sheet may also force an individual who is legally able to possess a firearm to wait longer than necessary to obtain a firearm.

The BCI Brady section needs the following information to make accurate decisions regarding the sale of a firearm when conducting background checks:

- Arrest information (fingerprints needed!)
- Declination information (when applicable)
- Conviction information
- Degree of conviction (felony, misdemeanor, etc.)
- Whether or not the conviction involved domestic violence
- All available identifying information (DOB, alias names, social security number, etc.)

Arresting agencies must make sure they are forwarding arrest information, with fingerprints, to BCI. Prosecuting attorneys and courts must make sure they are forwarding declination information and complete disposition information to BCI. If the conviction involves domestic violence in any way, BCI needs to know!

Law enforcement agencies from around the country view Utah RAP sheets when determining an individual's qualifications to possess a firearm. Agencies must ensure that all arrest and disposition information is sent into BCI to ensure that those individuals who should not possess firearms are prevented from purchasing them from licensed dealers.



# UCCH INQUIRIES



## **MAKING A UCCH INQUIRY – WEB TRANSACTION**

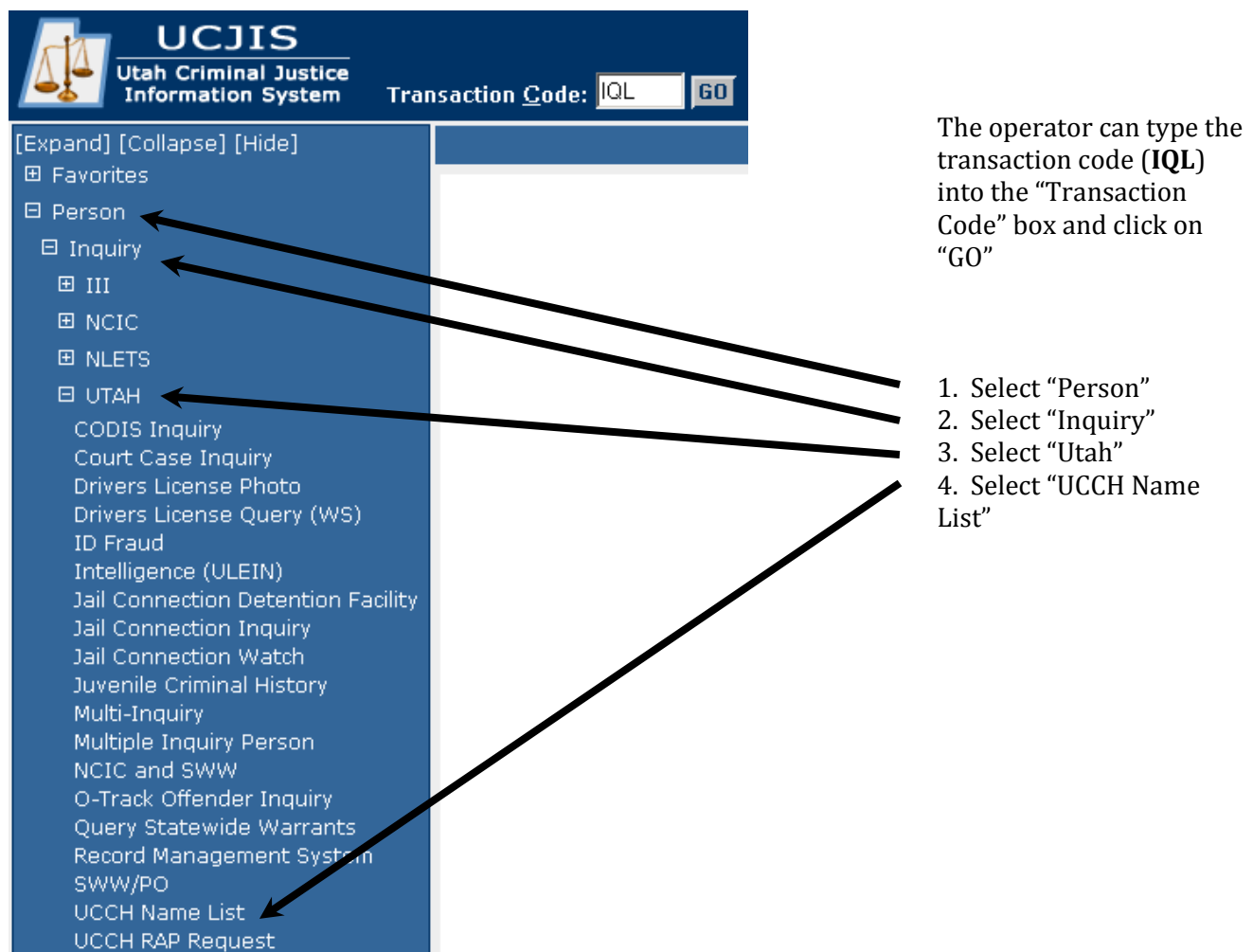
To make an inquiry into the UCCH files, authorized operators must go to the UCJIS web site.

The user can access the UCCH files in one of two ways:

Enter **IQL** into the “Transaction Code” box and click “GO.”

Or, the user can click “Person”, then “Inquiry”, then “UTAH”, and then double-click “UCCH NAME LIST” (see figure 1.8).

***FIGURE 1.8***



This brings up the “CRIMINAL HISTORY INQUIRY” screen shown (see figure 1.9)

**FIGURE 1.9**

CRIMINAL HISTORY INQUIRY

\* = required

\*ORI:

\*\* OR \*\*

\*STATE:  \*\* OR \*\*

\*PUR:

\*ATN/REQ:

\*AUD:

\*Local PSW:

\*NLETS PSW:

\*\* SEARCH BY: \*\*

NAM:  (last,first middle)

SEX:  DOB:  (mmddyyyy)

RAC:  SOC:

\*\* OR \*\*

FBI:  (only if state is UT)

\*\* OR \*\*

SOC:  (only if state is UT)

Submit Query

Reset

Click here to clear all fields

Utah Department of Public Safety

All rights reserved

Further distribution or disclosure of this information is controlled by :

Dissemination Information

Search Criteria

Revised May 2010

UCCH SECTION

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## **DISSEMINATION INFORMATION**

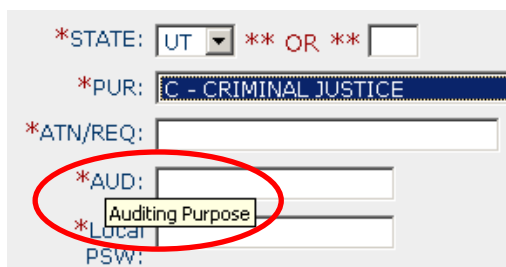
When accessing UCCH information, the dissemination information is mandatory. Completely fill in all required fields (ORI, purpose code, requestor, auditing purpose, and password).

If users are unsure what any of the abbreviations on a UCCH screen stand for, they may hold their cursors over the abbreviation (\*AUD:) and a yellow “bubble” appears explaining the abbreviation (\*AUD: would display “Auditing Purpose”).

Users can do the same with any abbreviations seen on UCJIS screens (see figure 2.0).

***FIGURE 2.0***

---



The screenshot shows a web form for UCCH inquiry. Fields include: \*STATE: (dropdown menu with 'UT' selected), \*\* OR \*\* (checkbox), \*PUR: (dropdown menu with 'C - CRIMINAL JUSTICE' selected), \*ATN/REQ: (text input field), \*AUD: (text input field with a red circle around it and a yellow tooltip bubble saying 'Auditing Purpose'), \*Local (checkbox), and PSW: (password input field).

---

## **DISSEMINATION INFORMATION – EXPLANATION OF FIELDS**

For each UCCH inquiry, these fields must be filled in by the user. It is important to enter the correct information into these fields to reflect who requested the information and why it was requested.

### ***ORI (Originating Agency Identifier)***

The Agency Identification Number (ORI) of the agency for whom the inquiry is being made. If a user has access to multiple ORIs, the correct ORI must be used to ensure that it accurately reflects the agency that is actually making the request.

### ***State***

The state to which a user would like to inquire. The system defaults to “UT” for all Utah criminal histories.

### ***PUR (Purpose Code)***

Use one of the following purpose codes:

- **C** Criminal Investigation Purposes
- **J** Criminal Justice Employment
- **P** Right of Access (used only by authorized agencies)
- **F** Firearm Release (used only by the BCI Brady Section)
- **D** Used by courts in domestic violence or stalking cases
- **X** Emergency Placement of Children (used only by authorized agencies)

### **Purpose Code C**

C must be used when running requests for any of the reasons discussed later in this section of the manual. C may also be used in situations that are not a part of a criminal justice investigation but are duties of an agency where a criminal record check is necessary to accomplish the agency's mission. These examples are not all encompassing but will provide some clarification:

- Security of a criminal justice facility.
- Vendors or contractors who are NOT involved with the actual administration of criminal justice, e.g., carpet cleaners, individuals maintaining vending machines, janitors, cook, etc.
- Volunteers NOT involved with actual administration of criminal justice e.g., community ride-along programs, volunteers providing social or community services, etc.
- Confinement facility visitors.
- Inmates of a confinement facility.
- Inmates' mailing lists.
- A domestic violence investigation by a criminal justice agency (Purpose code D is used for court-related, domestic violence inquiries).

### **Purpose Code J**

Purpose code J must be used for criminal justice employment. This includes background checks of criminal justice agency personnel as well as the following:

- Vendors or contractors who ARE involved with the actual administration of criminal justice, e.g., maintenance of computer systems, upgrading records systems, data entry clerks, etc.
- Volunteers who ARE involved with the actual administration of criminal justice, e.g., volunteer dispatchers, volunteer clerks, volunteers providing inmate rehabilitation, etc.

### Purpose Code P

P must *only* be used by those agencies that have obtained BCI's permission to "Rights of Access" for members of the public. See Rights of Access later in this manual for more information.

### Purpose Code F

Purpose Code F is only to be used by BCI Brady Section when a law enforcement agency requests a background check in order to release a firearm to a member of the public. Law enforcement agencies releasing a firearm to a member of the public must submit a [Law Enforcement Evidence Release Form](#) to BCI's Brady Section so that the background check can be performed. For questions regarding the Brady law and/or procedures, contact BCI's Brady Section at (801) 965-4867 or (800) 500-4867.

### Purpose Code D

Purpose code D is used by:

- Courts involved in domestic violence or stalking cases.
- Law enforcement agencies *providing information to courts* involved in domestic violence cases (Purpose code D is for court use only. Law enforcement agencies must use "C" when investigating domestic violence cases.).

### Purpose Code X

This code is used in conducting background checks involving the emergency placement of children. Purpose code X may be used by social services agencies authorized under an approved state statute to receive criminal history record information preceding the delayed submission of fingerprints or by law enforcement agencies servicing the record needs of such agencies.

In those instances where an emergency child placement occurs, the authorized governmental agency or social services agency must submit a fingerprint card on the individual(s) residing in the household (as identified by the state statute) to the Utah Bureau of Criminal Identification within five business day of conducting the Triple I name check.

**NOTE:** Unless authorized, agencies are prohibited from using any purpose code other than C or J.

### ***ATN/REQ (Attention/Requestor)***

The information placed in this field must reflect the name of the person who is *requesting* the inquiry; not necessarily the person *running* the inquiry. The name placed in the Requestor field must be the name of the person who will ultimately receive and use the UCJIS information. Operators must make sure they do not always automatically enter their own name in the Requestor field.

Example 1: The operator is Dave Dispatcher. Officer Jones asks Dave Dispatcher to run a UCCH on Craig Criminal. Dave would put “Officer Jones” in the Requestor field, since “Officer Jones” is the person who requested the information.

Example 2: The operator is Ivan Investigator. He is getting information on an investigation he is doing on Steve Suspect. Ivan would put his own name in the Requestor field since he is the one who will actually be using the UCJIS information received.

Agencies running inquiries for attorneys (prosecutors, defense attorneys, city attorneys or county attorneys) must enter the full name of the attorney or prosecutor requesting the information in the Requestor field. If an agency is disseminating UCCH information under Motion of Discovery to attorney Lionel Hutz, the user must enter “Lionel Hutz” in the Requestor field.

**NOTE:** When disseminating information to secondary parties, the agency is required to maintain a secondary dissemination log. This log must include: Name of the Requestor, reason for the request, and date of request.

### ***AUD (Auditing Purpose)***

This field is used to assist the requestor in remembering why the request was made. This is particularly helpful when an audit is performed on the agency. Try to be as specific as possible by using a unique identifier description (i.e. case number, type of investigation, etc.). Using specific “Auditing Purposes” can protect the operator from liability in the event that the information accessed is improperly used.

Ideally, a case number should be used as the “Auditing Purpose.” If a case number is not feasible, use a specific phrase instead, such as “Suspicious Person,” “DUI Stop,” or “Inmate visitor.” **Do not use unspecific or generic phrases in the “Auditing Purpose” field.** The “Auditing Purpose” field can contain up to 20 characters, so be specific when entering information into this field.

Never enter the following phrases in the “Auditing Purpose” field:

- Investigation
- Invest
- Criminal
- Law Enforcement
- Prosecution
- Discovery
- Criminal Justice
- Background

Agencies should make sure they are not constantly entering the same phrase or number in the “Auditing Purpose” field. If an agency’s main purpose is to screen inmates for a rehabilitation program, they must not enter “SCREENING” in the “Auditing Purpose” field every time a UCCH request is made. Instead, the operator should try to use a case number or tracking number to uniquely identify the reason for the inquiry. Also, if an agency’s main purpose is to investigate narcotics offenses, they should not enter “NARCOTICS” in every request.

### ***UCCH Password***

This is a password assigned by BCI and changed every 12 months or as needed for security purposes. This password is separate from the operator’s unique password used to access the UCJIS files. For security purposes this password must not be given to anyone who is not authorized to access the Utah Computerized Criminal History (UCCH). Those authorized to access UCCH must request the password from their TAC representative only. Operators should not contact BCI to get the UCCH password. The password is not displayed; therefore, it will not show on the screen when typed. All agencies in Utah use the same UCCH password for the 12 month period.

### **UCCH INQUIRY METHODS**

Inquiries can be made on UCCH in four different ways.

- Name of individual
- FBI number of individual
- Social Security Number of individual
- Utah State SID Number of individual (Run **FQL** transaction)

### ***UCCH Name Inquiry***

An **IQL** transaction brings up the “Criminal History Inquiry” screen (see figure 2.1). Users are required to enter the dissemination information and the name of the individual in the “NAM:” field.



**FIGURE 2.1**

The screenshot shows a web form titled "CRIMINAL HISTORY" with a blue header bar. The form contains several fields and sections:

- Dissemination Information:** A bracket on the right groups the top five fields:
  - \*ORI: UTBCI0000 - UT BUREAU OF CRIM IDENT (dropdown)
  - \*\* OR \*\*
  - UTBCI0000 (text input)
  - \*STATE: UT (dropdown) \*\* OR \*\* (text input)
  - \*PUR: C - CRIMINAL JUSTICE (dropdown)
- \*ATN/REQ: Ranger Smith (text input)
- \*AUD: 07-25884 (text input)
- \*Local PSW: \*\*\*\* (text input)
- \*NLETS PSW: (text input)
- \*\* SEARCH BY: \*\*** section:
  - NAM: BEAR, YOGI (text input) (last,first middle)
  - SEX: (dropdown) DOB: (text input) (mmddyyyy)
  - RAC: (dropdown) SOC: (text input)
  - \*\* OR \*\*
  - FBI: (text input) (only if state is UT)
  - \*\* OR \*\*
  - SOC: (text input) (only if state is UT)
- A "Submit Query" button at the bottom right.

Annotations on the right side of the form:

- A bracket labeled "Dissemination Information" points to the top five fields.
- An arrow points from the text "Enter name of individual, last name first." to the NAM field.
- An arrow points from the text "SEX, DOB, RAC, and SOC are optional. It is generally best not to enter this information on most UCCH inquiries." to the SEX, DOB, RAC, and SOC fields.

When searching on a name through UCCH, the system will search on the first 20 characters on the last name, the first 5 characters on the first name, the first character on the middle name and the DOB. If a user wants to broaden the search, it is recommended to only use the first few letters of the first name and no middle name or initial. If searching an uncommon last name, enter only the last name.

When all information is entered, hit "Enter" or click the "Submit Query" button.

This brings up the "Utah Criminal History Name List Inquiry" Screen, as shown (see figure 2.2).

**FIGURE 2.2**

UTAH CRIMINAL HISTORY NAME LIST INQUIRY				04/24/2006 16:01
NAME SEARCH COUNT: 1				
SEARCH NAME: BEAR				
LAST NAME	FIRST NAME	I	DOB	SID
BEAR	YOGI		02-11-1950	<b>00701580</b>
BEAR	YOGI		02-11-1950	<b>00999999</b>
BEAR	YOGI		02-11-1950	<b>00321323</b>
BEAR	YOGI		03-01-1955	<b>00321323</b>
BEAR	YOGI		03-01-1955	<b>00701580</b>
BEAR	YOUNG		02-17-1954	<b>00302557</b>

Five different fields appear on the name list shown (see figure 2.3).

**FIGURE 2.3**

First Column	Second Column	Third Column	Fourth Column	Fifth Column
LAST NAME	FIRST NAME	I	DOB	SID
Last name of individual	First name of individual	Middle initial of individual	Individual's date of birth	Unique identifying number assigned to individual on first Utah arrest.

To view the RAP sheet of the individual, the operator must click the highlighted SID number link (see figure 2.2). The RAP sheet will display, looking like the screen shown (see figure 2.4).

**FIGURE 2.4**

```
UTBCI0000   REQSTR: RANGER SMITH           REAS: C   asowards   P

                UTAH CRIMINAL HISTORY RECORD
                APR 14 2007 16:08:49

THIS RECORD IS PROVIDED FOR OFFICIAL USE ONLY, AND MAY BE USED ONLY FOR THE
PURPOSE REQUESTED.  USE OF THE INFORMATION CONTAINED IN THIS RECORD IS
GOVERNED BY STATE AND FEDERAL LAWS AND REGULATIONS.  MISUSE OF ANY PART OF
THIS RECORD IN ANY FORM, INCLUDING RELEASE TO UNAUTHORIZED AGENCIES
OR INDIVIDUALS, MAY BE SUBJECT TO CIVIL OR CRIMINAL PENALTIES.

THIS RESPONSE IS BASED UPON FINGERPRINT-SUPPORTED CRIMINAL HISTORY
INFORMATION IN THE FILES OF THE UTAH CRIMINAL IDENTIFICATION BUREAU ON THIS
DATE.  SINCE THE BUREAU'S FILES ARE REVISED AS NEW INFORMATION IS RECEIVED,
PLEASE REQUEST AN UPDATED RECORD FOR ANY SUBSEQUENT NEEDS.  IF EXPLANATION
OF ANY INFORMATION IS NEEDED, PLEASE CONTACT THE CONTRIBUTING AGENCY.

THIS IS UTAH'S PORTION OF A MULTISTATE RECORD.  ADDITIONAL CRIMINAL HISTORY
RECORD INFORMATION IS INDEXED IN NCIC-III FOR OTHER STATE OR FEDERAL
OFFENSES.
*****

IDENTIFICATION DATA                                CONVICTED OF DOMESTIC ABUSE
                                                    MULTISTATE OFFENDER

NAME:                                                ALIASES:
BEAR, YOGI                                          BEAR, BOO-BOO
                                                    BLACKBEAR, YOGI

STATE IDENT. NO.      FBI NO.
321323                123123

CAUTION:
ALCOHOLIC

SEX:    HEIGHT:    WEIGHT:    RACE:
MALE    6 FT. 02 IN.  275 LBS.  WHITE

HAIR:    EYES:
BROWN    BROWN

DATE OF BIRTH:    SCARS, MARKS, TATTOOS, AMPUTATIONS:
Feb 11, 1950      ART L ARM      (-)
Mar 01, 1955      PRCD L EAR
                  SC HAND
                  SC L HND
                  SC L KNEE
                  SC L KNEE
                  SC NECK
                  TAT L KNEE    ('BOO-BOO')
                  TAT R ARM    (PICNIC BASKET)

PLACE BORN:    SSN:    DRIVER LIC. ST/NO.
WY             111111111  UT 172443851
              123456789

MISCELLANEOUS COMMENTS:
```

*RAP sheet continued on next page.*

Descriptive information

CRIMINAL JUSTICE SUMMARY

TOTAL NUMBER OF ARRESTS: 6  
DATE OF LAST ARREST: Mar 02, 2002

\*\*\*\*\*

CRIMINAL HISTORY

INCIDENT # 1

ARREST/CHARGE

NAME USED: BEAR, YOGI  
DATE OF ARREST: Sep 10, 1991      OFFENSE TRACKING #: TT000002  
ARRESTING AGENCY: UT BUREAU OF CRIM IDENT (UTBCI0000)  
ARRESTING AGENCY CASE #: 91-123456  
POSSESSION OF FIREARM: YES  
ARREST CHARGES:  
    NCIC Code: 1299, ROBBERY, FELONY  
    AGENCY OF NEXT APPEARANCE: 3RD CIRCUIT SALT LAKE COUR (UT018055J)  
  
    NCIC Code: 2303, RETAIL THEFT, MISDEMEANOR - B  
    CHARGE MODIFIER: ATTEMPT TO COMMIT  
    AGENCY OF NEXT APPEARANCE: 3RD DIST COURT - SALT LAKE (UT018035J)

DISPOSITION/FINDING

CHARGES DISPOSED OF:

AGENCY: 5TH DIST COURT - BEAVER (UT001015J)  
NCIC Code: 5404, DRIVING UNDER INFLUENCE LIQUOR, MISDEMEANOR - B  
STATUTE: 41-6-44  
STATUTE TEXT: DRIVING UNDER THE INFLUENCE OF ALC/DRUGS  
CASE #: 005500001  
DISPOSITION: Guilty Plea      PLEA: GUILTY  
DISPOSITION DATE: Feb 02, 2000  
CONFINEMENT: 6 Mths Jail      FINAL: 6 Mths Jail  
PROBATION: 18 Mths  
FINE: 3350      TOTAL FINE: 1500  
COMMENTS: - TreatmentFine Stay

INCIDENT # 2

ARREST/CHARGE

DATE OF ARREST: Feb 14, 1992      OFFENSE TRACKING #: T087990  
ARRESTING AGENCY: UTAH ST BU OF CRIMINAL ID (UTBCI0000)  
ARRESTING AGENCY CASE #: 143  
ARREST CHARGES:  
    NCIC Code: 1399, ASSAULT, MISDEMEANOR - A  
    AGENCY OF NEXT APPEARANCE: UT BUREAU OF CRIM IDENT (UTBCI0000)  
  
    NCIC Code: 5499, DUI, MISDEMEANOR - B  
    AGENCY OF NEXT APPEARANCE: 3RD CIR CRT-SALT LAKE CITY (UT018055J)

DISPOSITION/FINDING

CHARGES DISPOSED OF:

AGENCY: CIRCUIT CRT SALT LAKE CITY (UT018055J)  
NCIC Code: 5499, DUI  
DISPOSITION: CONVICTED

Summary (Yogi has six arrests on his Utah RAP sheet. The most recent was March 2, 2002.)

Incident # 1. Yogi was arrested on 9/10/1991 by the Utah Bureau of Criminal Identification for Robbery and Retail theft.

Yogi was convicted in the Beaver District Court for Driving Under the Influence (Yogi has a good lawyer).

Incident # 2. Yogi was arrested on 2/14/1992 by the Utah Bureau of Criminal Identification for Assault and DUI.

Yogi was convicted in the Salt Lake City Circuit Court for DUI.

*RAP sheet continued on next page.*

```

INCIDENT # 6

ARREST/CHARGE

NAME USED: BEAR, YOGI
DATE OF ARREST: Mar 02, 2002      OFFENSE TRACKING #: TT00006
ARRESTING AGENCY: SANDY PD (UT0180500)
ARRESTING AGENCY CASE #: 02-123456
ARREST CHARGES:
    NCIC Code: 5499, DUI, MISDEMEANOR
    AGENCY OF NEXT APPEARANCE: SANDY JUSTICE COURT      (UT018071J)

DISPOSITION/FINDING

CHARGES DISPOSED OF:
    AGENCY: 3RD DIST COURT - SALT LAKE (UT018035J)
    NCIC Code: 2303, RETAIL THEFT
    DISPOSITION: MENT INCOMP

END OF CRIMINAL RECORD

CUSTODY INFORMATION TO FOLLOW

*****
CORRECTIONS/CUSTODY INFORMATION

    * * * NO INFORMATION AVAILABLE * * *

END OF RECORD

```

Incident #6. Yogi was arrested by the Sandy PD for DUI, but declared mentally incompetent.

The Department of Corrections has not sent any correctional/custody information to BCI

Additional information will be displayed until the phrase “END OF RECORD” appears, which signifies the end of the entire RAP sheet.

### ***UCCH Inquiry by FBI Number***

If a user already knows the FBI number of an individual with Utah arrests, they may bypass the name list screen by inquiring on the individual’s FBI number. Or, if the user has the FBI number of an individual, and they would like to see if he/she has ever been arrested in Utah, they may run that FBI number to look for Utah arrests.

To obtain a Utah criminal history record by FBI number, a user must run an **IQL** transaction to bring up the “Criminal History Inquiry” screen then enter the required dissemination information and the FBI number in the “FBI” field (see figure 2.5).

**FIGURE 2.5**

The screenshot shows a web-based search interface for the CRIMINAL database. The title 'CRIMINAL' is at the top right. A legend indicates that an asterisk (\*) denotes required fields. The form contains several input fields and dropdown menus, some of which are grouped by a large bracket on the right labeled 'Dissemination Information'. Below this group are fields for personal information, with an arrow pointing to the FBI number field from a note. The fields are as follows:

- \*ORI:** A dropdown menu showing 'UTBCI0000 - UT BUREAU OF CRIM IDENT'.
- \*\* OR \*\***: A separator.
- \*STATE:** A dropdown menu showing 'UT'.
- \*\* OR \*\***: A separator.
- \*PUR:** A dropdown menu showing 'C - CRIMINAL JUSTICE'.
- \*ATN/REQ:** A text input field containing 'RANGER SMITH'.
- \*AUD:** A text input field containing '06-112233'.
- \*Local PSW:** A text input field containing '\*\*\*\*'.
- \*NLETS PSW:** A text input field containing '\*\*\*\*'.
- \*\* SEARCH BY: \*\***: A separator.
- NAM:** A text input field with the instruction '(last,first middle)'.
- SEX:** A dropdown menu.
- DOB:** A text input field with the instruction '(mmddyyyy)'.
- RAC:** A dropdown menu.
- SOC:** A text input field.
- \*\* OR \*\***: A separator.
- FBI:** A text input field containing '123123' with the instruction '(only if state is UT)'.
- \*\* OR \*\***: A separator.

Annotations on the right side of the form:

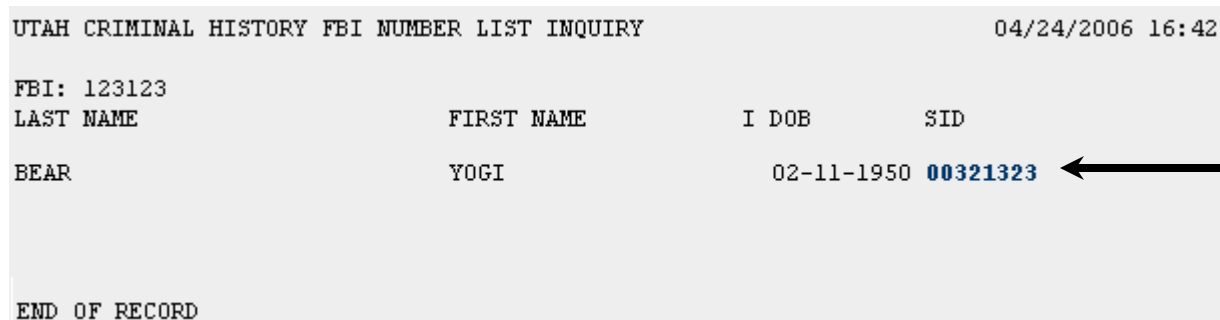
- A large bracket groups the fields from \*ORI to \*NLETS PSW, labeled 'Dissemination Information'.
- An arrow points from the text 'Enter FBI number in FBI field' to the FBI input field.
- Below that, the text '(Do not enter individual's name or any other identifying information)' is displayed.

When all information is entered, hit “Enter” or click “Submit Query.” If there is a matching FBI number in the UCCH database, this screen will show (see figure 2.6).

**FIGURE 2.6**

```
UTAH CRIMINAL HISTORY FBI NUMBER LIST INQUIRY                                04/24/2006 16:42

FBI: 123123
LAST NAME                FIRST NAME                I DOB                SID
BEAR                     YOGI                     02-11-1950  00321323
END OF RECORD
```



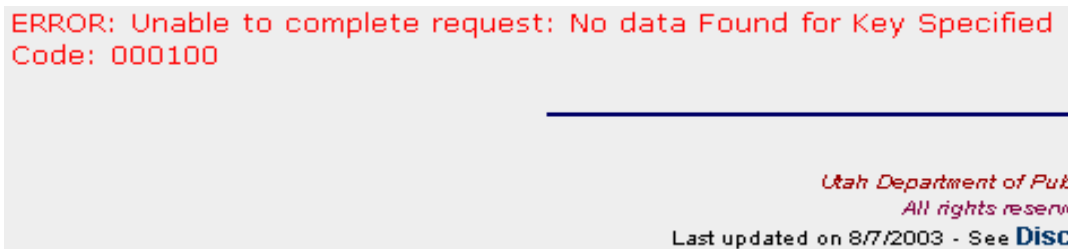
Click on the hyperlinked SID number to go to the RAP sheet of the individual with that FBI number.

If an FBI number is inquired upon that is not contained in the UCCH database, a message will appear (see figure 2.7)

**FIGURE 2.7**

```
ERROR: Unable to complete request: No data Found for Key Specified
Code: 000100

Utah Department of Public Safety
All rights reserved
Last updated on 8/7/2003 - See Disc
```



### ***UCCH Inquiry by Social Security Number***

If an operator already knows the social security number of an individual with Utah arrests, they may bypass the name list screen by running the individual's social security number. Or, if the operator has the social security number of an individual, and would like to see if he/she has ever been arrested in Utah, they may run that social security number to look for Utah arrests.

To obtain a UCCH by Social Security Number, the operator must run an **IQL** transaction to bring up the “Criminal History Inquiry” screen. Then enter the required dissemination information and the social security number in the “SOC:” field (see figure 2.8).

**FIGURE 2.8**

The screenshot shows a web-based form titled "CRIMINAL HISTORY INQUIRY". The form contains several input fields and labels:

- \* = required** (in red)
- \*ORI:** A dropdown menu showing "UTBCI0000 - UT BUREAU OF CRIM IDENT".
- \*\* OR \*\*** (in red)
- UTBCI0000** (text input field)
- \*STATE:** A dropdown menu showing "UT", followed by **\*\* OR \*\*** (in red) and an empty text input field.
- \*PUR:** A dropdown menu showing "C - CRIMINAL JUSTICE".
- \*ATN/REQ:** A text input field showing "RANGER SMITH".
- \*AUD:** A text input field showing "06-112233".
- \*Local PSW:** A text input field showing "\*\*\*\*".
- \*NLETS PSW:** A text input field showing "\*\*\*\*".
- \*\* SEARCH BY: \*\*** (in red)
- NAM:** A text input field with the label "(last,first middle)" in red.
- SEX:** A dropdown menu, followed by **DOB:** a text input field with the label "(mmddyyyy)" in red.
- RAC:** A dropdown menu, followed by **SOC:** a text input field.
- \*\* OR \*\*** (in red)
- FBI:** A text input field with the label "(only if state is UT)" in red.
- \*\* OR \*\*** (in red)
- SOC:** A text input field showing "11111111" with the label "(only if state is UT)" in red.

Annotations on the right side of the form:

- A large curly bracket on the right side of the form, spanning from the **\*ORI:** field down to the **\*NLETS PSW:** field, is labeled "Dissemination Information".
- An arrow points from the text "Enter social security number in SOC field" to the **SOC:** field.
- Below the arrow, the text "(Do not enter individual's name or any other identifying information)" is displayed.

When all information is entered, hit “Enter” or click “Submit Query.” If there is a matching social security number in the UCCH database, the user will see a screen like the one shown (see figure 2.9).



**FIGURE 2.9**

UTAH CRIMINAL HISTORY SSN LIST INQUIRY				04/26/2006 11:42
SSN: 111111111				
LAST NAME	FIRST NAME	I	DOB	SID
BEAR	YOGI		02-11-1950	<a href="#">00701580</a> ←

In order to view the RAP sheet of the individual with that social security number, the operator must click on the hyperlinked SID number.

If the same social security number has been attached to more than one individual on UCCH, a name list will appear of all individuals who have used that number (see figure 3.0). Click on the SID number of the individual of interest to continue to the RAP sheet. (It may require checking more than one rap sheet to locate the correct individual).

**FIGURE 3.0**

UTAH CRIMINAL HISTORY SSN LIST INQUIRY				04/13/2009 15:47
SSN: 123456789				
LAST NAME	FIRST NAME	I	DOB	SID
BEAR	YOGI	Q	01-01-1902	<a href="#">00321323</a>
MOUSE	MICKEY		04-14-1912	<a href="#">00502502</a>
VADER	DARTH		01-02-1910	<a href="#">00000012</a>
MONTANA	HANNAH		12-14-1901	<a href="#">02222222</a>
FLINTSTONE	FRED	H	10-10-1910	<a href="#">00333333</a>

**NOTE:** In the example (see figure 3.0), all five individuals have listed “123456789” as their social security number.

If a social security number is inquired upon that is not contained in the UCCH database, the message shown (see figure 3.1) will appear.

**FIGURE 3.1**

---

ERROR: Unable to complete request: No data Found for Key Specified  
Code: 000100

---

Running the individual by name or FBI number may avoid this error. As a reminder, BCI can attach the Social Security Number to the RAP sheet only if it is forwarded to us by law enforcement!

#### ***UCCH Inquiry by SID Number – Web Transaction***

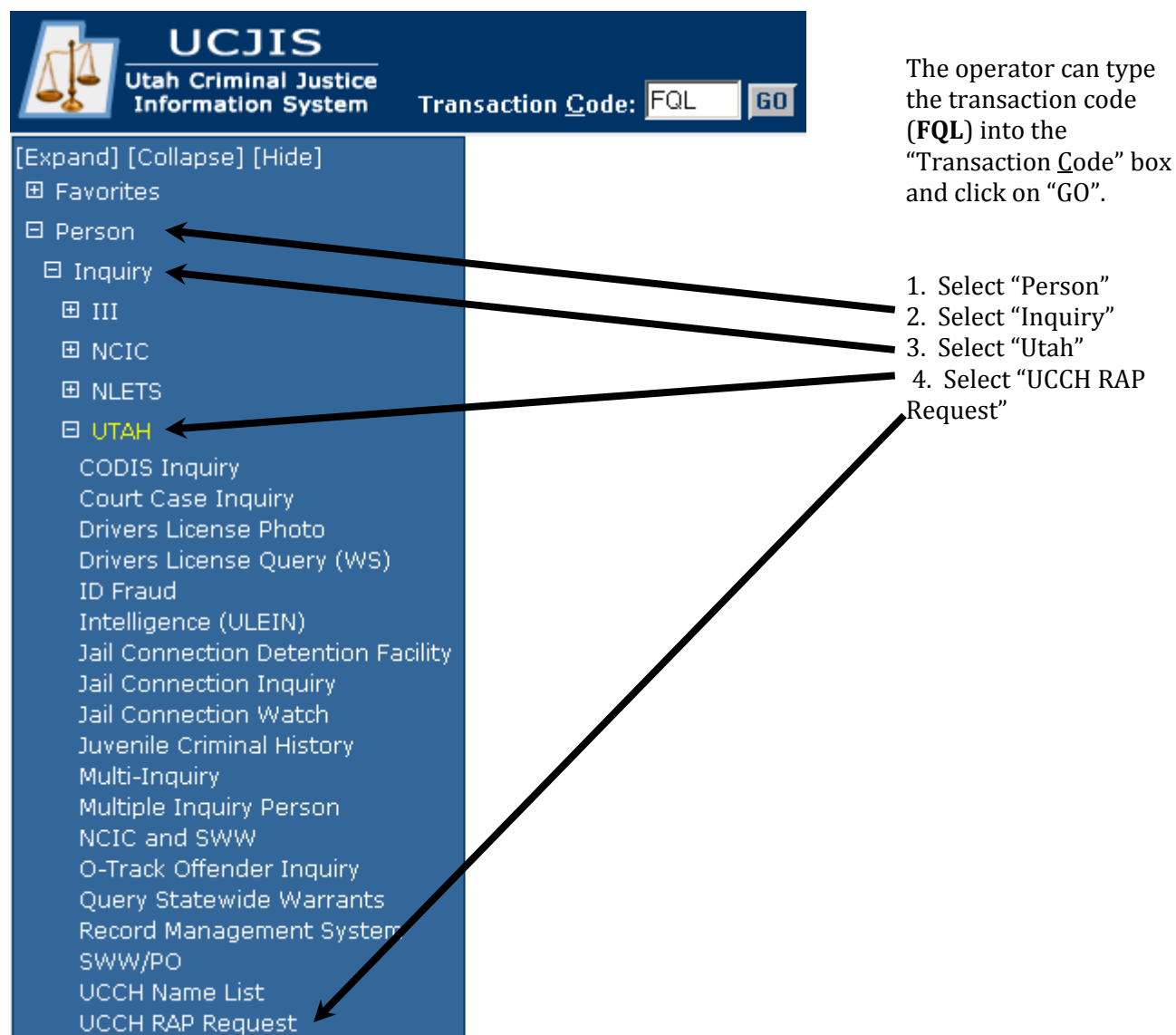
If an operator already has the individual's Utah SID number, they may bypass the name list screen and go directly to the RAP sheet by using the **FQL** transaction.

Go to the UCJIS web site.

Enter **FQL** into the "Transaction Code" box and click "GO."

Or, the operator can click "Person", then "Inquiry", then "Utah", and then click "UCCH RAP REQUEST" (see figure 3.2).

**FIGURE 3.2**



This brings up the "Criminal History Record Request Screen" shown (see figure 3.3).

**FIGURE 3.3**

The screenshot shows a web form titled "CRIMINAL HISTORY RECORD REQUEST". At the top, it says "\* = required". The form contains several fields:   
- \*ORI: A dropdown menu showing "UTBCI0000 - UT BUREAU OF CRIM IDENT".   
- \*\* OR \*\*: A text input field containing "UTBCI0000".   
- \*STATE: A dropdown menu showing "UT" and a text input field.   
- \*PUR: A dropdown menu showing "C - CRIMINAL JUSTICE".   
- \*ATN/REQ: A text input field containing "RANGER SMITH".   
- \*SID: A text input field containing "321323".   
- \*AUD: A text input field containing "06-112233".   
- \*Local PSW: A text input field containing "\*\*\*\*".   
- \*NLETS PSW: A text input field containing "\*\*\*\*".   
- A "Submit" button.   
Below these fields is a section titled "\*\* OPTIONAL ADDRESS OF REQUESTOR \*\*" with fields for DEPT, ADRS, CITY, and ZIP, and a STATE dropdown menu showing "UT".   
At the bottom are buttons for "Submit Query", "Reset", and a link "Click here to clear all fields".   
Annotations:   
- A bracket on the right side groups the ORI, OR, STATE, PUR, ATN/REQ, and AUD fields, with a label "Dissemination Information".   
- An arrow points from the text "Enter SID Number" to the \*SID field.   
- An arrow points from the text "Click 'Submit Query'" to the "Submit Query" button.

If the SID number exists in the UCCH database, the user is brought directly to the RAP sheet for that SID number.

If the SID number does not exist in the UCCH database, the user will receive the message shown (see figure 3.4).

**FIGURE 3.4**

---

ERROR: Unable to complete request: SID of '999666 ' does not exist in Ident Tables  
Code: 000100

---

If the error message appears (see figure 3.4), double check to see if the correct SID number was entered. If the operator is sure the correct SID number was entered, the operator should search by name and/or social security number. If the user still receives no results, contact BCI. The record with that SID number may have been expunged, or consolidated with another SID.

### **IDENTIFICATION DATA**

Listed below are fields found on the Identification Data portion of the RAP sheet:

- Name
  - Name used on first Utah arrest. May not be the individual's "real" name.
- Aliases
  - Any other names the individual has used.
- State Identification Number (SID).
  - Identification number assigned to individual on his/her first Utah arrest. All subsequent arrests for this individual are maintained under this number.
- FBI NO.
  - Individual's FBI number, if any.
- Caution:
  - Any caution indicators (alcoholic, martial arts expert, etc.)
- Sex
- Height
- Weight
- Race
  - NCIC categories used: White, Black, Asian or Pacific Islander, American Indian or Alaskan Native, Unknown.
- Hair
- Eyes
- Date of Birth:
  - Any dates of birth used by the individual. Will show more than one date if individual is using alias dates of birth
- Scars, Marks, Tattoos, Amputations
- Place Born
  - Any places of birth used by the individual. May show more than one place, NCIC codes used.
- Social Security Number (SSN)
  - Any SSN used by the individual. May show more than one social security number if individual is using alias social security numbers

- Driver License State/Number (OLN)
  - Any OLN used by the individual. May show more than one number and/or state
- Miscellaneous Comment
  - This field is free text.
- Flags
  - For more information on automated flags see the information provided later in this section of the manual.

**NOTE:** NCIC codes are used in the physical identifier fields. Refer to the [NCIC Code Manual](#) for interpretation of these codes if needed.

## **CRIMINAL HISTORY DATA**

Only information supported by fingerprints can be added to the Criminal History record. The offender must have a single print citation or a ten print card in order for BCI to receive the information and add it to the record. Contact BCI's AFIS Section at 801-965-4569 for training on getting good fingerprints.

Listed below are the fields found on the Criminal History Data portion of the RAP sheet.

### ***Criminal Justice Summary***

Contains the total number of Utah arrests, and the date of the most recent arrest.

### ***Criminal History – "Incident"***

Defined as a single arrest event. Any incident may have multiple charges and dispositions. Each "INCIDENT" should contain information about all parts of the arrest event, including disposition information, and has a unique OTN.

### **Arrest/Charge**

Lists names used during the arrest, date of arrest, offense tracking number (OTN), arresting agency, arresting agency case number, and the charge(s).

### **Disposition/Finding**

This will show only if the attorney or court of record has forwarded the necessary information to BCI.

If the prosecuting attorney's office declined to prosecute and the declination was forwarded to BCI, the declination information will be listed here.

If the case was prosecuted, and the court forwarded the disposition information to BCI, this information will list the name of the court, and the disposition for each charge (convicted, dismissed, acquitted, etc.). It may also list other information, such as fines, confinement period, restitution, etc. Information shown

depends upon what the court submitted. If the court does not properly submit disposition information to BCI, nothing will be shown in the “Disposition” segment.

### ***Corrections/Custody Information***

If available, contains current probation and/or parole custody information from the Department of Corrections including: SID, offender #, offender name, current legal status, prison #, offender address, agent or agency name, agent or agency phone# and list of status.

### ***End of Record***

Indicates the end of the RAP sheet.

### **ALIAS NAMES**

Most individuals with UCCH RAP sheets have used more than one name. If a criminal justice agency forwards these alias names to BCI, they are added to the RAP sheet, and attached to the SID number.

For instance, we know the individual with SID number 321323 used the name of “Yogi Bear” the first time he was arrested in Utah. After that first arrest, he also used the names “Boo-Boo Bear” and “Yogi Blackbear” (see figure 3.5)

***FIGURE 3.5***

---

IDENTIFICATION DATA		CONVICTED OF DOMESTIC ABUSE MULTISTATE OFFENDER	
NAME: BEAR, YOGI		ALIASES: BEAR, BOO-BOO BLACKBEAR, YOGI	
STATE IDENT. NO. 321323	FBI NO. 123123		

---

Just because “Yogi Bear” is listed as his primary name, it does not mean it is his real “birth” name. His real “birth” name may be Boo-Boo Bear, Yogi Blackbear, or something else entirely.

Running any of the three names listed (see figure 3.5) will bring the operator to the same RAP sheet for SID number 321323.

If this individual is pulled over by the police and gives the name “Yogi Blackbear” the operator will be shown this name list (see figure 3.6).

**FIGURE 3.6**

UTAH CRIMINAL HISTORY NAME LIST INQUIRY				04/17/2007 15:25
NAME SEARCH COUNT: 1				
SEARCH NAME: BLACKBEAR				
LAST NAME	FIRST NAME	I	DOB	SID
BLACKBEAR	YOGI		02-11-1950	<a href="#">00321323</a>
BLACKBEAR	YOGI		02-11-1950	<a href="#">00701580</a>
BLACKBEAR	YOGI		02-11-1950	<a href="#">00999999</a>
BLACKBEAR	YOGI		03-01-1955	<a href="#">00321323</a>
BLACKBEAR	YOGI		03-01-1955	<a href="#">00701580</a>
BLACKBERBY	P	\$	05-02-1960	<a href="#">01034368</a>
BLACKBIRD	A	Y	11-01-1954	<a href="#">00137399</a>

Clicking the hyperlinked “00321323” brings the user to the exact same RAP sheet that can be seen for “Yogi Bear.”

It is vital that criminal justice agencies forward any alias names to BCI. The more names there are for an operator to “hit” on, the better the chance that the operator will find the RAP sheet.

If a name search does not provide the desired results, run a check on the individual’s FBI or Social Security if known.

### ***Same Names – Different SID Numbers***

Occasionally an operator may run a name and see the same name and date of birth attached to different SID numbers. There are two main reasons why this may occur:

- Two separate individuals (with different fingerprints) have used the same name and date of birth
- The same individual has accidentally been assigned two different SID numbers by BCI



If a user believes the same individual has been assigned two different SID numbers, they should contact BCI's AFIS section at 801-965-4569. AFIS checks the fingerprints on both SID numbers to determine if it is the same individual. If it is the same individual AFIS will consolidate the two separate SID numbers and create one RAP sheet for the individual.

If two different individuals have used the same name and date of birth, the only way to determine which rap sheet belongs to which individual is through fingerprint comparison.

### **"A" SID NUMBERS**

When conducting a Name Search users may notice an unusual SID, which is longer than an ordinary SID and also has an "A" listed prior to the number (see figure 3.7).

**FIGURE 3.7**

UTAH CRIMINAL HISTORY NAME LIST INQUIRY				04/26/2006 15:42
NAME SEARCH COUNT: 1				
SEARCH NAME: BEAR				
LAST NAME	FIRST NAME	I DOB	SID	
BEAR	YOGI	02-11-1950	00701580	
BEAR	YOGI	02-11-1950	00999999	
BEAR	YOGI	02-11-1950	00321323	
BEAR	YOGI	01-01-1951	A20337473	←
BEAR	YOGI	03-01-1955	00321323	

The SID number for Yogi Bear, A20337473, indicates that this is an "Unverified Arrest." This means the arrest data is pending fingerprint verification at the Utah Bureau of Criminal Identification.

When a user clicks on this "SID" they will get information only for this one arrest (see figure 3.8). The individual may have other Utah arrests under a different SID number.

If further information is required on the individual or the arrest, contact BCI's Help Desk at 801-965-4446 (do not give this number to the public.)

**FIGURE 3.8**

```
UTBCI0000   REQSTR: RANGER SMITH           REAS: C   jdumnl   P

*****
* UNVERIFIED ARREST INFORMATION *
*****
      APR 26 2006 15:46:14

ARREST INFORMATION DISPLAYED BELOW IS PENDING FINGERPRINT VERIFICATION.

IF THIS INFORMATION IS ESSENTIAL TO YOUR INQUIRY, CONTACT THE UTAH BUREAU OF
CRIMINAL IDENTIFICATION AT 801-965-4446 FOR FINGERPRINT VERIFICATION AND
ENTRY INTO THE UTAH CRIMINAL HISTORY DATABASE.

THIS RECORD IS PROVIDED FOR OFFICIAL USE ONLY, AND MAY BE USED ONLY FOR THE
PURPOSE REQUESTED.  USE OF THE INFORMATION CONTAINED IN THIS RECORD IS
GOVERNED BY STATE AND FEDERAL LAWS AND REGULATIONS.  MISUSE OF ANY
INFORMATION, INCLUDING RELEASE TO UNAUTHORIZED AGENCIES OR INDIVIDUALS,
MAY BE SUBJECT TO CIVIL OR CRIMINAL PENALTIES.
*****

NAME USED AT ARREST:
BEAR, YOGI

ALIASES:

DATES OF BIRTH:           SCARS, MARKS, TATTOOS, AMPUTATIONS:
Jan 01, 1951

SEX:   RACE:   HEIGHT: WEIGHT: HAIR:   EYES:
M      W      607    400    BRO      BRO

PLACE OF BIRTH:   SSN:           DRIVER LIC. ST/NO.:
MT              111111111

ADDRESS:
999 BEAR DRIVE
JELLYSTONE, MT 56854

OCCUPATION:

REEL:           FRAME:
9876           5432

OFFENSE TRACKING NUMBER/CITATION:
20337473

DATE OF ARREST: Apr 01, 2006
ARRESTING AGENCY: UT BUREAU OF CRIM IDENT (UTBCI0000)
ARREST CHARGES:
      NCIC Code: 2399, THEFT (PICNIC BASKET), MISDEMEANOR

*****
* UNVERIFIED ARREST INFORMATION *
*****

END OF RECORD
```

## **FBI WARRANTS**

An FBI warrant is identified when the SID number starts with the number 7. The statement "STOP WANTED BY THE FBI" will appear in the criminal history section of the RAP sheet under INCIDENT #1. This is an indication of an FBI warrant. Run the person on NCIC and contact the local FBI office.

**NOTE:** A subject with a number falling into the aforementioned category could also have a criminal record under another SID number.

The display shown is an example of an FBI WARRANT on a UCCH RAP sheet (see figure 3.9).

***FIGURE 3.9***

IDENTIFICATION DATA		CONVICTED OF A FELONY	
NAME: BEAR, YOGI		ALIASES: BLACKBEAR, YOGI	
STATE IDENT. NO. 701580	FBI NO. 123123	SID begins with a "7"	
SEX: MALE	HEIGHT: 6 FT. 02 IN.		
HAIR: BROWN		EYES: BROWN	
DATE OF BIRTH: Feb 11, 1950 Mar 01, 1955	SCARS, MARKS, TATTOOS, AMPUTATIONS: SC HAND SC L KNEE TAT R ARM		
PLACE BORN: WY	SSN: 111111111		
MISCELLANEOUS COMMENTS: *****			
CRIMINAL JUSTICE SUMMARY			
TOTAL NUMBER OF ARRESTS: 4 DATE OF LAST ARREST: Apr 19, 1999 *****			
CRIMINAL HISTORY			
INCIDENT # 1			
ARREST/CHARGE			
DATE OF ARREST: Aug 01, 1998      OFFENSE TRACKING #: Z701580			
ARRESTING AGENCY: FBI - SALT LAKE CITY (UTFBISU00)			
ARREST COMMENT: *****STOP WANTED BY FBI*****			
ARREST CHARGES:			

## **FLAGS**

There are seven automated flags that may show on a Utah RAP sheet to give extra information to those accessing the information. This information displays on the first page of the RAP sheet when the subject of the RAP sheet meets one of the criteria listed below. (The first five flags shown below are automatically placed on the RAP sheet when the person has been *convicted* of the offense, not just *arrested* on the offense).

These flags are as follows:

- Convicted of a Felony
- Firearm Felony
  - Person has been convicted of a felony involving the use of a firearm
- Child Abuse
- Domestic Violence
- Crimes Against Women
- Multi-State Offender
  - Person has a criminal history in another state which is accessed by Triple III
- Deceased
  - A reputable source has reported to BCI that the subject is deceased. However, this does not always mean the individual is indeed dead!

Two flags are shown on this RAP sheet (see figure 4.0).

**FIGURE 4.0**

---

```
UTBCI0000   REQSTR: RANGER SMITH           REAS: C   jdunml   P

                UTAH CRIMINAL HISTORY RECORD
                APR 26 2006 16:16:32

THIS RECORD IS PROVIDED FOR OFFICIAL USE ONLY, AND MAY BE USED ONLY FOR THE
PURPOSE REQUESTED.  USE OF THE INFORMATION CONTAINED IN THIS RECORD IS
GOVERNED BY STATE AND FEDERAL LAWS AND REGULATIONS.  MISUSE OF ANY PART OF
THIS RECORD IN ANY FORM, INCLUDING RELEASE TO UNAUTHORIZED AGENCIES
OR INDIVIDUALS, MAY BE SUBJECT TO CIVIL OR CRIMINAL PENALTIES.

THIS RESPONSE IS BASED UPON FINGERPRINT-SUPPORTED CRIMINAL HISTORY
INFORMATION IN THE FILES OF THE UTAH CRIMINAL IDENTIFICATION BUREAU ON THIS
DATE.  SINCE THE BUREAU'S FILES ARE REVISED AS NEW INFORMATION IS RECEIVED,
PLEASE REQUEST AN UPDATED RECORD FOR ANY SUBSEQUENT NEEDS.  IF EXPLANATION
OF ANY INFORMATION IS NEEDED, PLEASE CONTACT THE CONTRIBUTING AGENCY.

THIS IS UTAH'S PORTION OF A MULTISTATE RECORD.  ADDITIONAL CRIMINAL HISTORY
RECORD INFORMATION IS INDEXED IN NCIC-III FOR OTHER STATE OR FEDERAL
OFFENSES.
*****

IDENTIFICATION DATA                                CONVICTED OF DOMESTIC ABUSE ←
                                                    MULTISTATE OFFENDER ←

NAME:                                                ALIASES:
BEAR, YOGI                                          BEAR, BOO-BOO
                                                    BLACKBEAR, YOGI

STATE IDENT. NO.      FBI NO.
321323                123123
```

---

### ***Deceased Flag***

In the example shown (see figure 4.1), the individual was reported “deceased” by the Provo PD on April 30, 2005. The RAP sheet will remain on UCCH, however, and will not be removed. It may be possible that the individual is not actually dead, despite the fact that a reliable source reported the death to BCI.

This rap sheet can also be useful in the future as agencies deal with cold cases, or with incidents of identity theft.

**FIGURE 4.1**

```
UTBCI0000      REQSTR: ASOWARDS      REAS: C  asowards  P

                        UTAH CRIMINAL HISTORY RECORD
                        OCT 31 2006 10:43:35

THIS RECORD IS PROVIDED FOR OFFICIAL USE ONLY, AND MAY BE USED ONLY FOR THE
PURPOSE REQUESTED.  USE OF THE INFORMATION CONTAINED IN THIS RECORD IS
GOVERNED BY STATE AND FEDERAL LAWS AND REGULATIONS.  MISUSE OF ANY PART OF
THIS RECORD IN ANY FORM, INCLUDING RELEASE TO UNAUTHORIZED AGENCIES
OR INDIVIDUALS, MAY BE SUBJECT TO CIVIL OR CRIMINAL PENALTIES.

THIS RESPONSE IS BASED UPON FINGERPRINT-SUPPORTED CRIMINAL HISTORY
INFORMATION IN THE FILES OF THE UTAH CRIMINAL IDENTIFICATION BUREAU ON THIS
DATE.  SINCE THE BUREAU'S FILES ARE REVISED AS NEW INFORMATION IS RECEIVED,
PLEASE REQUEST AN UPDATED RECORD FOR ANY SUBSEQUENT NEEDS.  IF EXPLANATION
OF ANY INFORMATION IS NEEDED, PLEASE CONTACT THE CONTRIBUTING AGENCY.
*****

IDENTIFICATION DATA                                DECEASED ←
NAME:                                                ALIASES:
PEECE, RESTON                                       MOORE, NOE
                                                    GONE, DEADEN

*****
This Person is Reported Deceased
ORI: UT0250600  PROVO PD  04/30/2005
*****

STATE IDENT. NO.      FBI NO.
1999751                468830ZZ6

SEX:    HEIGHT:      WEIGHT:      RACE:
MALE    7 FT. 04 IN.  370 LBS.     WHITE
```

### **Multistate Offender Flag**

As seen in the example (see figure 4.0), one of Yogi Bears's automated flags is "Multistate Offender." This flag is automatically generated by the FBI when it is determined that the same individual has been arrested in a state other than Utah. To see the out-of-state arrest(s), run the individual's FBI number on III.

If an individual is determined to be a "multistate offender," an additional paragraph will also show on the "caveat" at the beginning of the RAP sheet. An example is shown (see figure 4.2).

The circled paragraph will show only when the FBI has determined the individual has been arrested in a state other than Utah (see figure 4.2).

**FIGURE 4.2**

---

```
UTBCI0000    REQSTR: RANGER SMITH          REAS: C   asowards   P

                UTAH CRIMINAL HISTORY RECORD
                APR 16 2007 17:21:21

THIS RECORD IS PROVIDED FOR OFFICIAL USE ONLY, AND MAY BE USED ONLY FOR THE
PURPOSE REQUESTED.  USE OF THE INFORMATION CONTAINED IN THIS RECORD IS
GOVERNED BY STATE AND FEDERAL LAWS AND REGULATIONS.  MISUSE OF ANY PART OF
THIS RECORD IN ANY FORM, INCLUDING RELEASE TO UNAUTHORIZED AGENCIES
OR INDIVIDUALS, MAY BE SUBJECT TO CIVIL OR CRIMINAL PENALTIES.

THIS RESPONSE IS BASED UPON FINGERPRINT-SUPPORTED CRIMINAL HISTORY
INFORMATION IN THE FILES OF THE UTAH CRIMINAL IDENTIFICATION BUREAU ON THIS
DATE.  SINCE THE BUREAU'S FILES ARE REVISED AS NEW INFORMATION IS RECEIVED,
PLEASE REQUEST AN UPDATED RECORD FOR ANY SUBSEQUENT NEEDS.  IF EXPLANATION
OF ANY INFORMATION IS NEEDED, PLEASE CONTACT THE CONTRIBUTING AGENCY.

THIS IS UTAH'S PORTION OF A MULTISTATE RECORD.  ADDITIONAL CRIMINAL HISTORY
RECORD INFORMATION IS INDEXED IN NCIC-III FOR OTHER STATE OR FEDERAL
OFFENSES.
*****
IDENTIFICATION DATA          CONVICTED OF DOMESTIC ABUSE
                              MULTISTATE OFFENDER
```

---

### **DISSEMINATION LOG**

The UCCH file maintains a dissemination log of all criminal history transactions. This information is stored at BCI and available to the terminal agency upon request and signature of the agency's chief administrator. The [Dissemination Log Request Form](#) can be found in the Forms section of the *BCI Operating Manual*.

BCI recommends that TACs use the UCJIS "LOG" transaction to run routine in-house audits, or if they suspect misuse. However, the LOG transaction only contains information for the past 2-3 weeks. If the LOG transaction is not sufficient for the agency's needs, a copy of a dissemination log may be requested from BCI.

The dissemination logs are also used by BCI when conducting compliance audits (see figure 4.3). These logs show the date and time of inquiry, the ORI, the reason (purpose code), user ID, the auditing purpose, the requestor, the last name searched on, the first name searched on, the middle name searched on, the DOB used, and the SSN searched on (if any.)

**FIGURE 4.3**

JELLYSTONE PD UCCH DISSEMINATION LOG										
SID	Date/ Time	ORI	Reason	User ID	Auditing Purpose	Requester	Last Name	First Name	M Name	DOB
	1/1/2009 2:15	UT0300000	C	rsmith	09-1234	RSMITH	BEAR	YOGI		12/31/1912
	1/2/2009 2:16	UT0300000	C	rsmith	DUI 400 NORTH	RSMITH	BEAR	HONEY		
502502	1/3/2009 2:16	UT0300000	C	iuser	INVESTIGATION	LIONEL HUTZ	USER	WHATTA		
	1/4/2009 9:01	UT0300000	J	jacktac	NEW OPERATOR	JACKTAC	CLERK	CLARK	D	2/12/1973
	1/5/2009 12:29	UT0300000	C	imacopp	09-1235	SELF	MOUSE	MICKEY		8/21/1986
	1/6/2009 3:36	UT0300000	C	jacktac	09-1236	COUNTY ATTY	VADER	DARTH		1/21/1981
	1/7/2009 14:21	UT0300000	F	rsmith	CRIMINAL	LIONEL HUTZ	LECHTER	HANNIBAL		
999999	1/9/2009 14:23	UT0300000	C	imacopp	DRUG STOP	CHIEF SMITH				

#### **Dissemination Log – What to Look For**

TACs need to look for requests being run at strange times of day, invalid Purpose Codes (Reason), vague Auditing Purposes, improper entries in the Requestor Field, and improper names being run. (i.e., family members, curiosity checks, famous people, etc.)

In the above example, the request ran on 1/3/2009 used a vague Auditing Purpose of “Investigation.” On that same check the operator, iuser, ran an individual named Whatta User, which may indicate misuse.

The request ran on 1/6/2009 used an improper Requestor of “County Attorney.” (The actual name of the county attorney should have been listed.)

The request ran on 1/7/2009 used an improper Purpose Code of F. (Only BCI can use the Purpose Code of F.) A vague Auditing Purpose (“criminal”) was also used in this request.



# COURT RESPONSIBILITY AND UCCH



## **DISPOSITIONS**

Utah state law requires that all courts forward their criminal disposition information to the Bureau of Criminal Identification. [Utah Code 53-10-208.1](#) states:

“Every magistrate or clerk of a court responsible for court records in this state shall, within 30 days of the disposition and on forms and in the manner provided by the division, furnish the division with information pertaining to:

(1) all dispositions of criminal matters, including:

- (a) guilty pleas;
- (b) convictions;
- (c) dismissals;
- (d) acquittals;
- (e) pleas held in abeyance;
- (f) judgments of not guilty by reason of insanity for a violation of:
  - (i) a felony offense;
  - (ii) Title 76, Chapter 5, Offenses Against the Person; or
  - (iii) Title 76, Chapter 10, Part 5, Weapons;
- (g) judgments of guilty and mentally ill;
- (h) finding of mental incompetence to stand trial for a violation of:
  - (i) a felony offense;
  - (ii) Title 76, Chapter 5, Offenses Against the Person; or
  - (iii) Title 76, Chapter 10, Part 5, Weapons; or
- (i) probations granted; and

(2) orders of civil commitment under the terms of Section 62A-15-631;

(3) the issuance, recall, cancellation, or modification of all warrants of arrest or commitment as described in Rule 6, Utah Rules of Criminal Procedure and Section 78-32-4, within one day of the action and in a manner provided by the division; and

(4) protective orders issued after notice and hearing, pursuant to:

- (a) Title 30, Chapter 6, Cohabitant Abuse Act; or
- (b) Title 77, Chapter 36, Cohabitant Abuse Procedures Act.”

In order to achieve maximum system effectiveness, UCCH RAP sheets must contain all possible information from all involved criminal justice agencies. Decisions based upon incomplete RAP sheets are not sound. Unnecessary delays are caused when a court has to be contacted for disposition information that should have been on the RAP sheet to begin with.

### ***Electronic Disposition Submission***

Utah state law requires that all courts electronically forward their criminal disposition information to the Bureau of Criminal Identification and the Utah Driver License Division.

[Utah Code 41-6a-511](#) states:

- (1) The state courts shall collect and maintain data necessary to allow sentencing and enhancement decisions to be made in accordance with this article.
- (2) (a) Each justice court shall transmit dispositions electronically to the Department of Public Safety in accordance with the requirement for recertification established by the Judicial Council.  
(b) Immediately upon filling the requirements under Subsection (2)(a), a justice court shall collect and report the same DUI related data elements collected and maintained by the state courts under Subsection (1).

When courts are audited, BCI will verify whether or not the court is electronically sending its dispositions to DPS.

# CODES



## **CODES**

<b>CAUTION</b>
ARMED AND DANGEROUS
VIOLENT TENDENCIES
MARTIAL ARTS EXPERT
EXPLOSIVES EXPERT
KNOWN TO ABUSE DRUGS
ESCAPE RISK
WANTED – SEE NCIC
OTHER (literal explanation)

<b>MEDICAL CONDITIONS</b>
HEART CONDITION
ALCOHOLIC
ALLERGIES
EPILEPSY
SUICIDAL
MEDICATION REQUIRED
HEMOPHILIAC
DIABETIC
OTHER MED COND (literal explanation)

<b>REMARKS</b>
NOT IDENT WITH (SID NUMBER)
MAYBE IDENT WITH (SID NUMBER)
NN/(NICK NAME)
DL# (ones that are too long to enter)
UT ID # (STATE ID NUMBER)

<b>CLASS</b>
FELONY
FELONY - FIRST DEGREE
FELONY – SECOND DEGREE
FELONY - THIRD DEGREE
FELONY – CAPITAL CRIME
INFRACTION
MISDEMEANOR
MISDEMEANOR – A

MISDEMEANOR – B
MISDEMEANOR – C
<b>ATTRIBUTES</b>
DRUG SCHEDULE I
DRUG SCHEDULE II
DRUG SCHEDULE III
DRUG SCHEDULE IV
DRUG SCHEDULE V
ACCIDENT
CHILD
FIREARM
GANG
FREEWAY
INJURY
ALCOHOL
SCHOOL PROP
VEH THEFT
WEAPON

<b>MODIFIERS</b>
ATTEMPT TO COMMIT
ASSAULT TO COMMIT
CONSPIRACY TO COMMIT
FACILITATION OF
SOLICITATION TO COMMIT
THREAT TO COMMIT
AID/ABET
ACCESSORY BEFORE THE FACT
ACCESSORY AFTER THE FACT

# RIGHT OF ACCESS



## **GUIDELINES FOR DISSEMINATING RIGHTS OF ACCESS**

Agencies that choose to conduct Right of Access background checks for the public must follow certain guidelines:

The agency must set up a policy that will identify the reasons, process and establish a fee for running a background check. This policy and an application for the process must be submitted and approved by BCI. The policy must remain on file at BCI.

When running Right of Access background checks, the operator must use the purpose code **P** to distinguish the background check from the other types of checks.

The agency must keep logs of the Right of Access background checks ran for at least 12 months. Sanctions for misuse must be included in the policy.

The RAP SHEET is only valid the day it is printed. RAP sheet information is updated daily at BCI, therefore making a RAP sheet out-dated daily.

If data is incorrect or missing from the RAP SHEET, the person must bring documentation to BCI so the information can be corrected.

Only UCCH may be run for Rights of Access purposes. III or out-of-state (Nlets) RAP sheets must NEVER be accessed for a Right of Access. If the individual knows he/she has an arrest in another state, the individual should be directed to that particular state to get a copy of that state's RAP sheet.

## **SANCTIONS**

Misuse of the Criminal History file could ultimately mean the loss of access to the UCCH files for the agency and result in criminal prosecution or civil liability.

If BCI finds that an operator in an agency is misusing the UCCH file, that operator loses the right to disseminate Right of Access information.

If the operator continues to misuse the information by going around the Right of Access dissemination policies the operator loses the right to access UCCH until the problem is corrected and the agency can give BCI a working plan of correction.

If misuse is not corrected within 12 months, the agency loses UCCH access.

# NON-SERIOUS OFFENSE LIST





## **NON-SERIOUS OFFENSES**

**\*DO NOT FINGERPRINT THESE OFFENSES ON STATE OR FEDERAL FINGERPRINT CARDS\***

Abusive language	Jaywalking
Board of Pardons	Juvenile charges
Careless driving	License plates
Curfew violation	Mental condition
Dog at large	Negligent driving
Detox refusal	No valid registration
Drive on class A or revoked for alcohol	No insurance
Drive while license suspended/revoked	Obstructing traffic
Emissions	Operating vehicle w/o license (except altered)
Expired registration	Parking warrants
Fail to appear-if traffic	Pedestrian in roadway
Fail to obey flag person	Probation or parole check
Failure to register	Smoking in public
Failure to use lights signal	Speeding
Failure to yield for emergency vehicle, blue light or siren	Suspended drivers license
Faulty equipment	Traffic violations
Financial responsibility	Uninsured motor vehicle
Fish without license	Vehicle registration
Following too closely	Vehicle collision
Fugitive from justice	Walking on highway
Hitchhiking	

**Revised 11/10/2009**

**(THIS LIST IS REVISED THROUGHOUT THE YEAR AND IS AVAILABLE ON THE TAC WEBSITE)**

**NCIC SERIOUS OFFENSE CODES**

\*ALSO INCLUDED IN THE NCIC CODE MANUAL\*

ABSCONDING	4902
ABUSE OF 911 CALL	4803
AGGRAVATED ASSAULT	1315
AIDING ESCAPE	4903
ASSAULT	1399
ASSAULT ON POLICE	1312
AUTO/ CAR THEFT	2404
BAD CHECK- NOT SPECIFIED	2602
BAD CHECK-NO FUNDS	2606
BAIL JUMP	5099
BATTERY	1399
BURGLARY	2299
BUSINESS W/O LICENSE	6199
BYPASS INTERLOCK DEVICE	5007
CAR PROWL	7199
CARRYING CONCEALED WEAPON	5202
CHILD ABUSE	1399
CHILD NEGLECT	3806
CLANDESTINE-DRUG LAB	3570
CONCEALED WEAPON	5212
CONCEALING ID	4899
CONSERVATION	6299
CONSPIRACY	7399
CONTEMPT OF COURT	5005
CONTRIB. TO DELINQUENCY	3805
CRUELTY TO ANIMAL	7299
CUSTODIAL INTERFERENCE	1099
DAMAGE OF COMM. DEVICE	2902
DEFAMATION OF CHARACTER	7099
DISCHARGE FIREARM-CITY LIMIT	5213
DISORDERLY CONDUCT	5311
DISTRIBUTION OF C/S	3599
DOMESTIC VIOLENCE	1399
DRUG PARAPHERNALIA	3550

MAYHEM	1399
MINOR POSS. OR CONS. ALCOHOL	4104
MISCHIEF	2999
MONEY LAUNDERING	7399
NO TAX STAMP	6199
OBSTRUCT JUSTICE	5006
OPEN CONTAINER IN VEHICLE	5499
PARAPHERNALIA / EQUIPMENT	3550
PASSING FALSE PRESCRIPTION	2699
POSS OF METHAMPHETAMINE	3572
POSS. LOADED FIREARM	5212
POSS. OF BURGLARY TOOLS	2206
POSS. OF C/S	3599
POSS. OF COCAINE	3532
POSS. OF HALLUCINOGEN	3504
POSS. OF HEROIN	3512
POSS. OF MARIJUANA	3562
POSS. OF MUSHROOMS	3504
POSS. OF STOLEN PROPERTY	2804
POSS. OF STOLEN VEHICLE	2408
POSS. OF SYNTH NARCOTIC	3542
POSS. WEAPON BY REST. PERSON	5212
POACHING	6201
PROPERTY DAMAGE-MISCHEF	2999
PROSTITUTION	4004
RACKETEERING	7399
RECEIVING STOLEN PROPERTY	2803
RECKLESS BURNING	2007
RECKLESS ENDANGERMENT	7099
RESISTING ARREST	4801
RESTRICTED WEAPON	5203
RETAIL THEFT-SHOPLIFTING	2303
ROBBERY	1299
RUNNING PORT OF ENTRY	4899

DRUG PRECURSOR	3570
DRUG STAMP	6199
DUI ALCOHOL	5404
DUI ALCOHOL AND OR DRUGS	5499
DUI DRUGS	5403
ENTICE MINOR OVER INTERNET	7099
ENTICE MINOR OVER INTERNET-SEX	3699
ESCAPE	4901
EVADING	5006
FAIL TO COMPLY	5005
FAIL TO DISPERSE	4813
FAIL TO REGISTER AS SEX OFFENDER	3612
FAIL TO STOP ON COMMAND	4899
FALSE CREDIT REPORT	2699
FALSE INFO TO POLICE OFFICER	2607
FLEEING	4999
FORGED PRESCRIPTION	2502
FORGERY	2589
FORGERY OF CHECK	2501
FRAUD	2699
FRAUD-USE OF CREDIT CARD	2605
HABITUAL CRIMINAL	7399
HARBORING FUGITIVE	4904
HIT AND RUN	5401
INFERNAL MACHINE	5211
INHALANT	3599
INTERFERENCE W/ POLICE	4899
JOYRIDING	2411
KIDNAPPING	1099
LEAVING SCENE-HIT AND RUN	5401
LEWDNESS	3605
MAKING FALSE REPORT	4803

SELLING W/O LICENSE	6199
SEX ABUSE-SEX OFFENSE	3699
SIMPLE ASSAULT	1313
SMUGGLING TO PRISON	5802
SOLICITING SEX	4004
SOLICITING W/INTENT TO COM. OTHER OFF.	4808
STALKING	1316
TAMPERING WITH VEHICLE	7199
TAX REVENUE	6199
TELEPHONE HARASSMENT	5309
TERRORISTIC THREATS	1602
THEFT	2399
THEFT BY DECEPTION	2699
THEFT BY RENTAL AGREEMENT	2699
THEFT OF SERVICES	2699
THEFT OF VEHICLE	2404
THREAT AGAINST LIFE OR PROPERTY	1316
THREAT W / DANGEROUS WEAPON	1315
TRESPASS	5707
UNLAWFUL DETENTION	1099
UNLAWFUL SALE OF ALCOHOL	4102
UNLAWFUL TAKING OF WILD LIFE	6201
UTTER-FORGED PRESCRIPTION	2502
VANDALISM	2999
VEHICLE BURGLARY	2299
VIOLATION OF PROTECTIVE ORDER	5007
WEAPON OFFENSE	5299
WITNESS TAMPERING	4805
WRONGFUL APPROPRIATION	2399

# UCCH TEST RECORDS



**TEST RECORDS- UCCH**

Use these records for training and testing purposes. Never run real criminal histories for such purposes, and users must not run their own name.

NAME	DOB	SID	FBI NUMBER
BEAR, YOGI	03/24/1950	321323	
BEAR, YOGI	02/11/1950	701580	123123
RECORD, THESA JUSTA TEST	02/02/1902	321321	
MORE, C TEST	05/12/1962	502502	9007700
WARREN, JOHN DOE	04/04/1904	321325	